

[Date]

[Tenant Name]

[Tenant's Forwarding Address]

[City, State, Zip Code]

RE: Security Deposit for [Property Address]

Dear [Tenant Name],

This letter is to inform you regarding the status of your security deposit in the amount of \$[Total Deposit Amount] for the lease ending on [Move-out Date].

After an inspection of the premises, it has been determined that a portion of your security deposit will be withheld for the following reasons:

- **Item 1:** [Description of damage/unpaid rent] - cost: \$[Amount]
- **Item 2:** [Description of damage/unpaid rent] - cost: \$[Amount]
- **Item 3:** [Description of damage/unpaid rent] - cost: \$[Amount]

Total Deductions: \$[Total Deductions]

Amount Being Returned: \$[Remaining Balance]

Please find the check for the remaining balance of \$[Remaining Balance] enclosed with this letter.

If you have any questions regarding these deductions, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Your Address]