

[Date]

[Tenant Name]

[Tenant Business Name]

[Forwarding Address]

[City, State, Zip Code]

Re: Return of Security Deposit for [Property Address/Unit Number]

Dear [Tenant Name],

This letter is regarding the security deposit held by [Landlord/Company Name] in connection with the commercial lease for the premises located at [Property Address], which was vacated on [Date].

Security Deposit Reconciliation:

- Original Security Deposit Amount: \$[0.00]
- Interest Earned (if applicable): \$[0.00]
- Total Deposit Held: \$[0.00]

Itemized Deductions:

- Unpaid Rent/Common Area Maintenance: \$[0.00]
- Cleaning Charges: \$[0.00]
- Repairs (beyond normal wear and tear): \$[0.00]
- Other: [Description]: \$[0.00]
- **Total Deductions: \$[0.00]**

Net Refund Amount: \$[0.00]

Enclosed is a check (Check #[Number]) for the remaining balance of your security deposit. If any deductions were made for repairs, copies of the receipts or estimates are attached for your records.

If you have any questions regarding this statement, please contact [Name] at [Phone Number] or [Email].

Sincerely,

[Landlord Signature]

[Landlord/Manager Printed Name]

[Company Name]