

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

Re: Security Deposit Refund for [Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit held for the lease of the property located at [Property Address], which was vacated on [Date].

The total amount of your security deposit was: \$[Total Deposit Amount]

Below is an itemized list of any deductions taken from the deposit:

- Unpaid Rent: \$[Amount]
- Cleaning Fees: \$[Amount]
- Repairs (Beyond normal wear and tear): \$[Amount]
- Other (Specify: [Description]): \$[Amount]

Total Deductions: \$[Total Deductions]

After the deductions listed above, the remaining balance of your security deposit being refunded is: **\$[Refund Amount]**

Enclosed, please find a check for the amount of \$[Refund Amount].

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

Sincerely,

[Your Signature]

[Your Printed Name]