

Date: [Date]

From:

[Landlord/Manager Name]

[Address]

[City, State, Zip Code]

To:

[Tenant Name 1]

[Tenant Name 2]

[Forwarding Address]

[City, State, Zip Code]

Subject: Return of Security Deposit for [Property Address]

Dear [Tenant Name 1] and [Tenant Name 2],

This letter concerns the security deposit held for the lease of the property located at [Property Address], which ended on [Lease End Date].

The total security deposit amount held was: \$[Total Amount]

Itemized Deductions:

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

Total Deductions: \$[Total Deductions]

Total Amount Returned: \$[Remaining Amount]

As per the terms of your joint lease agreement, a single check for the remaining balance has been issued in both of your names. It is the responsibility of the tenants to divide the funds accordingly.

Please find the enclosed check number [Check Number] in the amount of \$[Remaining Amount].

If you have any questions regarding these deductions, please contact me within [Number] days.

Sincerely,

[Landlord/Manager Signature]

[Printed Name]