

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Tenant Forwarding Address]
[City, State, Zip Code]

Re: Response to Security Deposit Dispute for Property: [Property Address]

Dear [Tenant Name],

I am writing in response to your letter dated [Date of Tenant's Letter] regarding the return of your security deposit for the premises located at [Property Address].

After reviewing your claims and the move-out inspection report, my position regarding the deductions remains as follows:

[Itemized Deduction 1]: [Explain why the charge is valid, citing specific damages beyond normal wear and tear].

[Itemized Deduction 2]: [Explain why the charge is valid, referencing attached receipts or estimates].

Enclosed you will find copies of the following supporting documentation:

- Move-in/Move-out inspection checklists
- Photographs of the damages
- Invoices and receipts for repairs/cleaning

[Optional: Based on your feedback, I have agreed to waive the fee for (Item Name), totaling \$(Amount). Enclosed is a check for this adjusted amount.]

Please be advised that the deductions were made in accordance with [State Name] law and the terms of your lease agreement. I consider this matter closed.

Sincerely,

[Your Signature]
[Your Printed Name]