

[Landlord Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Re: Security Deposit Settlement for [Rental Property Address]

Dear [Tenant Name],

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

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

Below is an itemized list of deductions (if any) taken from your deposit:

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

Total Deductions: \$[Total Deductions]

Amount to be Refunded: \$[Refund Amount]

Enclosed is a check for the remaining balance of your security deposit. If the deductions exceed the deposit amount, please find the attached invoice for the remaining balance of \$[Balance Owed], due by [Due Date].

If you have any questions regarding these items, please contact me at [Phone Number/Email].

Sincerely,

[Signature]
[Landlord/Manager Name]