

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

[Date]

[Tenant's Name]
[Tenant's New Address]
[City, State, Zip Code]

Re: Return of Security Deposit for [Property Address]

Dear [Tenant's Name],

This letter concerns the security deposit held for your recent tenancy at [Property Address], which ended on [Move-out Date].

Following a final inspection of the premises and the included furnishings, the status of your deposit is as follows:

Total Deposit Amount: \$[Amount]
Total Deductions: \$[Amount]
Total Amount Returned: \$[Amount]

Itemized Deductions (if applicable):

- [Description of damage/missing item/cleaning]: \$[Amount]
- [Description of damage/missing item/cleaning]: \$[Amount]
- [Unpaid Rent/Utilities]: \$[Amount]

Please find enclosed a [Check/Money Order] for the remaining balance of \$[Amount].

If you have any questions regarding this statement or the itemized deductions, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]