

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

[Date]

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

**RE: Itemized Security Deposit Deduction Notice**

Dear [Tenant's Name],

This letter is regarding the security deposit held for the property located at [Rental Property Address]. Your lease ended on [Move-out Date].

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

Below is an itemized list of deductions for repairs, cleaning, or unpaid fees beyond normal wear and tear:

Description of Damage/Service	Cost
[Item 1: e.g., Professional Cleaning]	[\$[Amount]]
[Item 2: e.g., Repair of hole in bedroom wall]	[\$[Amount]]
[Item 3: e.g., Unpaid Utilities/Rent]	[\$[Amount]]
<b>Total Deductions:</b>	<b>[\$[Total Deductions]]</b>

**Remaining Refund Amount: \$[Refund Amount]**

[Select one option below:]

A check for the remaining balance is enclosed with this letter.

The remaining balance has been sent to you via [Electronic Payment Method].

No refund is due as the cost of repairs exceeds the security deposit amount. [Optional: An invoice for the remaining balance of \$XXX is attached].

Copies of receipts or estimates for the work performed are attached to this notice as required by law.

Sincerely,

[Your Signature]

[Your Printed Name]