

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Notice of Partial Refund and Itemized Deductions**

Dear [Recipient Name],

This letter is to inform you that we have processed a partial refund regarding [Order/Reference Number/Security Deposit] dated [Date].

The total original amount was \$[Total Amount]. After reviewing the condition of the [Item/Property/Service], we have determined that deductions are necessary for the reasons listed below:

- **[Description of Deduction 1]:** \$[Amount]
- **[Description of Deduction 2]:** \$[Amount]
- **[Description of Deduction 3]:** \$[Amount]

**Total Deductions:** \$[Total Deduction Amount]

**Total Refund Issued:** \$[Net Refund Amount]

The refund has been issued via [Method of Payment] and should appear in your account within [Number] business days.

If you have any questions regarding these itemized deductions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]  
[Your Printed Name]