

Date: [Date]

From:

[Landlord/Manager Name]

[Address]

[City, State, Zip Code]

To:

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

RE: Security Deposit Settlement for [Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit in the amount of \$[Total Deposit Amount] held for the tenancy at [Property Address], which ended on [Move-out Date].

After a final inspection of the premises, it was determined that there is damage beyond normal wear and tear. As a result, the following deductions have been made from your security deposit:

Description of Damage/Repair	Amount Deducted
[Description 1, e.g., Broken window in bedroom]	[\$Amount]
[Description 2, e.g., Large hole in living room drywall]	[\$Amount]
[Description 3, e.g., Professional carpet cleaning for stains]	[\$Amount]
Total Deductions:	[\$Total Deductions]

Summary:

- Original Security Deposit: \$[Total Deposit Amount]
- Less Total Deductions: \$[Total Deductions]
- **Remaining Refund Amount: \$[Refund Amount]**

[Select one option below]

[Option 1: Enclosed is a check for the remaining balance of your security deposit.]

[Option 2: The remaining balance has been sent to you via (e.g., Bank Transfer/PayPal) on (Date).]

[Option 3: Since the cost of repairs exceeds your deposit, an additional payment of \$(Amount) is due by (Date).]

Copies of receipts and/or estimates for the repairs listed above are attached to this letter.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]