

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

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

**RE: Notice of Security Deposit Deduction - Outstanding Utility Balances**

Dear [Tenant Name],

This letter is regarding the security deposit held for the property located at [Rental Property Address] for the lease term ending on [Lease End Date].

Please be advised that as per your lease agreement, you are responsible for all utility charges incurred until the end of your tenancy. Upon final inspection and review of the accounts, it was determined that there are outstanding balances for the following utilities:

- **Electricity:** \$[Amount] (Statement Date: [Date])
- **Water/Sewer:** \$[Amount] (Statement Date: [Date])
- **Gas:** \$[Amount] (Statement Date: [Date])
- **Trash/Other:** \$[Amount] (Statement Date: [Date])

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

Summary of Deposit Refund:

Original Security Deposit Amount: \$[Total Deposit]  
Less Total Utility Deductions: - \$[Total Amount]  
Less Other Deductions (if applicable): - \$[Amount]  
**Total Amount Refunded: \$[Final Refund Amount]**

Enclosed is a check for the remaining balance of your security deposit. Copies of the final utility invoices are attached for your records.

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

Sincerely,

[Your Signature]  
[Your Printed Name]