

Date: [Date]

To: [Tenant Name]

Property Address: [Property Address]

Forwarding Address: [Tenant Forwarding Address]

NOTICE OF SECURITY DEPOSIT DEPLETION AND BALANCE DUE

Dear [Tenant Name],

This letter is to inform you that your security deposit of \$[Amount] has been applied in full toward the costs of repairs, cleaning, and unpaid charges following your move-out on [Move-out Date].

The total cost of these items exceeds your original deposit amount. Please find the itemized statement of deductions below:

Description of Damage/Charge	Amount Charged
Security Deposit Received	[\$Amount]
[Item 1: e.g., Unpaid Rent]	[\$Amount]
[Item 2: e.g., Professional Cleaning]	[\$Amount]
[Item 3: e.g., Repair to Living Room Wall]	[\$Amount]
Total Deductions	[\$Total Deduction Amount]

Remaining Balance Due: \$[Balance Amount]

Please submit the remaining balance of \$[Balance Amount] to the address below no later than [Due Date]. Payment can be made by [Accepted Payment Methods].

Failure to pay the balance due by the specified date may result in further legal action or the referral of this account to a collection agency.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Contact Phone Number]

[Payment Mailing Address]