

**Date:** [Date]

**To:**

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

**From:**

[Landlord/Property Manager Name]  
[Property Management Company, if applicable]  
[Address]  
[City, State, Zip Code]

**Subject:** Itemized Statement of Security Deposit Deductions

Dear [Tenant Name],

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

Following a move-out inspection conducted on [Inspection Date], we have determined the following deductions from your security deposit of \$[Original Deposit Amount]:

<b>Description of Damage/Service</b>	<b>Cost/Deduction Amount</b>
[Item 1: e.g., Professional Cleaning]	[\$[Amount]]
[Item 2: e.g., Repair of hole in bedroom wall]	[\$[Amount]]
[Item 3: e.g., Replacement of broken window blinds]	[\$[Amount]]
[Item 4: e.g., Outstanding utilities/fees]	[\$[Amount]]
<b>Total Deductions:</b>	<b>[\$[Total Deduction Amount]]</b>

**Security Deposit Summary:**

Original Deposit Amount: \$[Original Amount]

Total Deductions: -[\$[Total Deductions]]

**Remaining Balance Refunded: \$[Remaining Balance]**

[Select one option below]

[Option A: A check for the remaining balance is enclosed with this letter.]

[Option B: The remaining balance has been issued via electronic transfer/portal on [Date].]

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

Sincerely,

[Signature]

[Printed Name]