

**Date:** [Date]

**To:** [Tenant Name]

**Address:** [Tenant Forwarding Address]

**City, State, Zip:** [City, State, Zip]

**Subject: Notice of Security Deposit Deduction - Unreturned Keys/Remotes**

Dear [Tenant Name],

This letter is to formally notify you regarding the security deposit for the property located at [Rental Property Address], which you vacated on [Move-out Date].

Per the terms of your lease agreement, all keys, fobs, and garage remotes were required to be returned upon move-out. As of the date of this letter, the following items have not been received:

- [Number] House Key(s)
- [Number] Mailbox Key(s)
- [Number] Garage Remote(s)
- [Number] Gate/Building Fob(s)

Due to these missing items, the following costs will be deducted from your security deposit to cover the expense of lock replacement and/or hardware reprogramming:

**Lock Replacement/Key Charge:** \$[Amount]

**Remote/Fob Replacement Charge:** \$[Amount]

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

The remaining balance of your security deposit, totaling \$[Remaining Balance], is enclosed with this letter [or will be sent via Method of Payment].

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

Sincerely,

[Your Name/Landlord Name]

[Company Name, if applicable]