

Date: [Date]

To: [Tenant Name(s)]

Forwarding Address: [Tenant's New Address]

From: [Landlord/Property Manager Name]

Property Address: [Rental Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit held for the lease agreement at the address mentioned above, which was terminated early on [Lease Termination Date].

As per the terms of your lease agreement regarding early termination, your security deposit of \$[Original Deposit Amount] has been processed. Below is an itemized list of deductions applied to your balance:

- **Security Deposit Received:** \$[Amount]
- **Deduction: Early Termination Fee:** - \$[Amount]
- **Deduction: Unpaid Rent (up to [Date]):** - \$[Amount]
- **Deduction: Cleaning/Repair Costs:** - \$[Amount]
- **Deduction: [Other - Specify]:** - \$[Amount]

Total Deductions: \$[Total Deductions Amount]

Remaining Balance to be Refunded: \$[Remaining Amount]

[Select one of the following sentences]

[Option 1: Enclosed is a check for the remaining balance of \$[Remaining Amount].]

[Option 2: As the total deductions exceed the security deposit, there is an outstanding balance of \$[Amount Due]. Please remit payment by [Date].]

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

Sincerely,

[Your Signature]

[Your Printed Name]