

Date: [Date]
To: [Tenant Name(s)]
Property Address: [Full Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit held for your tenancy at the property mentioned above, which ended on [Move-Out Date].

Following a final inspection of the premises, we have determined the condition of the unit. While we account for normal wear and tear, the following deductions have been made for damages, cleaning, or unpaid balances:

| Description of Item/Damage | Amount Deducted |
|--|------------------------------|
| Total Security Deposit Received | [\$[Amount]] |
| [Item 1: e.g., Professional Carpet Cleaning] | -\$[Amount] |
| [Item 2: e.g., Repair of hole in living room wall] | -\$[Amount] |
| [Item 3: e.g., Unpaid Utilities/Rent] | -\$[Amount] |
| Total Deductions | -\$[Total Deductions] |
| Total Refund Amount Due | [\$[Final Refund]] |

[Choose one:]

- Enclosed is a check for the remaining balance of your security deposit.
- The refund has been issued via [Electronic Method] on [Date].
- No refund is due as deductions exceed or equal the deposit amount.

If you have any questions regarding these deductions, please contact us in writing at [Your Email/Address] within [Number] days.

Sincerely,

[Your Name/Landlord Name]
[Your Phone Number]
[Your Mailing Address]