

Date: [Date]

To:

[Tenant Name]

[Tenant Forwarding Address]

[City, State, Zip Code]

From:

[Landlord/Property Manager Name]

[Property Management Company, if applicable]

[Address]

[City, State, Zip Code]

Re: Security Deposit Settlement for [Rental Property Address]

Dear [Tenant Name],

This letter is to provide a formal accounting regarding the security deposit held for your tenancy at the property mentioned above, which ended on [Lease End Date].

Security Deposit Summary:

- Total Security Deposit Received: \$[Amount]
- Total Interest Earned (if applicable): \$[Amount]

Itemized Deductions:

Description of Charge/Damage	Amount Deducted
[e.g., Unpaid Rent]	[\$[Amount]]
[e.g., Professional Cleaning Services]	[\$[Amount]]
[e.g., Repair of hole in living room wall]	[\$[Amount]]
[e.g., Outstanding Utility Bills]	[\$[Amount]]
Total Deductions:	[\$[Total Deductions]]

Final Settlement:

Total Deposit and Interest: \$[Total Credits]

Minus Total Deductions: - \$[Total Deductions]

Net Refund Amount: \$[Final Refund Amount]

[Select one option below]

[Option 1: Enclosed is a check for the net refund amount of \$[Final Refund Amount].]

[Option 2: The net refund amount has been sent to you via [Electronic Method] on [Date].]

[Option 3: As the deductions exceed or equal the deposit, no refund is due at this time. An invoice for the remaining balance of \$[Balance Owed] is attached.]

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

Sincerely,

[Landlord Signature]

[Landlord Name Printed]