|  |  |
| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

Re: **[Rental Unit Address]**

Dear **[Tenant's Name],**

I am writing you today with regards to your security deposit refund for the above-mentioned rental unit. You placed a security deposit when you signed your Lease Agreement with me to secure your responsibilities that were stated in the Lease.

Now that your Lease Agreement with me has terminated and you have moved out of the property, I am required to return your security deposit by law. Your security deposit refund is for $1,000. Below you will find details of your security deposit refund. If you have any questions, please call me at the number above. It was a pleasure doing business with you.

Initial Security Deposit +$1,200

Replace Carpet -$100

Paint Walls -$100

Balance Due: +$1,000

Best regards,

**[Landlord's Signature]**

**[Landlord's Typed Name]**