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

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

Dear [Tenant Name],

I am writing to you regarding your security deposit for the premises mentioned above. You placed a sum of  [Monetary Amount] as a deposit when you began your lease agreement on [Date].

The lease agreement was terminated on [Date]. . Since that time a portion of your security deposit has been dedicated to repair and cleaning the rental unit. The list of deductions is listed below.

|  |
| --- |
| **Unit Deductions** |
| Initial Deposit | $ |
| **[Deduction]** | $ |
| **[Deduction]** | $ |
| **[Deduction]** | $ |
| **[Deduction]** | $ |
| **[Deduction]** | $ |
| **[Deduction]** | $ |
| **[Deduction]** | $ |
| **Total:** | $ |

If you have any questions, please feel free to contact me at **[Phone Number]** or **[Email Address].** Thank you.

Sincerely,

**[Landlord's Signature]**

**[Landlord's Typed Name]**