\_\_\_\_\_\_\_\_\_\_\_

Date

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Your lease [ ]  ended [ ]  was terminated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This letter is to address the security deposit you provided on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_ ([ ]  currently $\_\_\_\_\_\_\_\_\_ with interest). This security deposit was provided as a result of the lease you signed on the \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ for the premises located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

After a thorough inspection of the property and a review of the rent ledger, deductions, as set forth in the terms of the lease agreement, have exceeded the amount of your security deposit. The deductions are as follows:

Past Due Rent $\_\_\_\_\_\_ (from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Late Fees $\_\_\_\_\_\_

Other Fees $\_\_\_\_\_\_

Flooring $\_\_\_\_\_\_

Walls $\_\_\_\_\_\_

Ceiling $\_\_\_\_\_\_

Windows $\_\_\_\_\_\_

Doors $\_\_\_\_\_\_

Appliances $\_\_\_\_\_\_

Outdoor Area $\_\_\_\_\_\_

Cleaning $\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_

**Total Deductions $\_\_\_\_\_\_**

**Less Security Deposit $\_\_\_\_\_\_**

**TOTAL OWED $\_\_\_\_\_\_**

Attached is supporting documentation for the above deductions. Please remit payment in the amount of $\_\_\_\_\_\_\_\_ within thirty (30) days of the receipt of this letter. Failure to do so may result in the filing of a lawsuit. If you have any questions or concerns regarding the content of this letter, feel free to call me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or email me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name