

Not Returning Security Deposit Letter

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