

# Security Deposit Reconciliation Statement

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We are writing to provide you with the reconciliation statement for your security deposit pertaining to the rental property located at [Property Address]. Below is a detailed account of the deductions made from your security deposit, along with the remaining amount to be refunded to you.

## Security Deposit Summary

Total Security Deposit: \$[Total Amount]

## Deductions

- [Description of Deduction 1] - \$[Amount]
- [Description of Deduction 2] - \$[Amount]
- [Description of Deduction 3] - \$[Amount]

## Total Deductions: \$[Total Deductions]

Remaining Amount to be Refunded: \$[Remaining Amount]

The remaining balance will be refunded to you via [method of refund, e.g., check, electronic transfer], and should be processed within [number of days] days.

If you have any questions regarding this reconciliation, please feel free to contact us at [Landlord's Phone Number] or [Landlord's Email].

Thank you for your cooperation.

Sincerely,

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]