

# Security Deposit Refund Summary Report

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to provide you with a summary report regarding the security deposit refund for your tenancy at [Property Address].

## Security Deposit Details

- Initial Security Deposit: \$[Amount]
- Deduction for Repairs: \$[Amount]
- Cleaning Fees: \$[Amount]
- Other Deductions: \$[Amount]

## Total Deductions

Total Deductions: \$[Total Amount]

## Refund Amount

Refund Amount: \$[Refund Amount]

The refund will be processed and sent to your forwarding address mentioned above within [Insert Time Frame]. If you have any questions, please do not hesitate to contact us.

Thank you for being a valued tenant.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]