

Security Deposit Transaction Record

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a record of the security deposit transaction for the property located at [Property Address]. Below are the details of the transaction:

Description	Amount
Security Deposit Received	[Deposit Amount]
Date of Transaction	[Transaction Date]
Payment Method	[Payment Method]

As per the lease agreement, this security deposit will be held to cover any damages or unpaid rent during your tenancy. Upon the termination of your lease, this deposit will be returned to you after deducting any applicable charges.

If you have any questions or concerns regarding this transaction, please feel free to reach out to me.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]