

Security Deposit Withholding Notice

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you regarding the security deposit associated with your tenancy at [Property Address]. After a thorough inspection of the premises following your move-out on [Move-Out Date], we have determined that certain deductions will be made from your security deposit.

Details of Deductions:

- Cleaning: \$[Amount]
- Repairs: \$[Amount]
- Unpaid Rent: \$[Amount]
- Other Charges: \$[Amount]

The total amount withheld from your security deposit is \$[Total Amount]. A detailed breakdown of the deductions is enclosed for your review.

As per our agreement, the remaining balance of your security deposit, if any, will be returned to you within [State Timeframe] of this notice.

If you have any questions or wish to discuss this matter further, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization]

[Your Contact Information]