

# Security Deposit Deduction Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We hope this letter finds you well. We are writing to provide a detailed explanation regarding the deductions made from your security deposit following your recent tenancy at [Property Address].

## Summary of Deductions

- **Cleaning Costs:** \$[Amount] - [Description of cleaning required]
- **Repairs:** \$[Amount] - [Description of repairs needed]
- **Unpaid Rent:** \$[Amount] - [Period of unpaid rent]

The total amount deducted from your security deposit is \$[Total Amount].

Enclosed, you will find copies of invoices and receipts related to the above deductions. We value your understanding and appreciate your cooperation during your tenancy.

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].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Property Management Company Name, if applicable]