

Security Deposit Refund Adjustment Explanation

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to provide an explanation regarding the adjustments made to your security deposit refund following your recent move-out from [Property Address].

As per our lease agreement, I have conducted a thorough inspection of the property after your departure. Based on this inspection, the following deductions were made from your security deposit:

- Cleaning Fees: \$[Amount] - Due to additional cleaning required.
- Repairs: \$[Amount] - Minor repairs needed for [specify issues].
- Unpaid Bills: \$[Amount] - [Details of any unpaid bills].

The total deductions amount to \$[Total Amount], leaving you with a refund of \$[Refund Amount]. This refund will be processed and sent to you within [time frame] as per legal requirements.

Please let me know if you have any questions or concerns regarding these deductions. I appreciate your cooperation and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position]