Security Deposit Refund Breakdown

Dear [Tenant's Name],

We hope this message finds you well. We are writing to provide you with a detailed breakdown of your security deposit refund following your recent move-out from [Property Address].

Security Deposit Summary

Total Security Deposit: $[Total Amount]

Amount Refunded: $[Refund Amount]

Amount Deducted: $[Deduction Amount]

Breakdown of Deductions

- Cleaning Fee: $[Amount]
- Repair Costs: $[Amount]
- Unpaid Rent: $[Amount]
- Other: $[Amount]

The net amount of your refund is calculated as follows:

Total Security Deposit - Total Deductions = Amount Refunded

Next Steps

You can expect the refund amount to be processed and sent to you by [Date]. If you have any questions or concerns regarding this breakdown, please do not hesitate to reach out.

Thank you for being a valued tenant.

Sincerely,

[Your Name]
[Your Title]
[Landlord/Property Management Company Name]
[Contact Information]