

# Security Deposit Refund Explanation

Date: [Insert Date]

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to provide you with an explanation regarding the security deposit refund for your tenancy at [Property Address]. Your lease concluded on [Lease End Date].

As per our agreement, the total amount of your security deposit was [Deposit Amount]. After conducting a thorough inspection of the premises and taking into consideration any necessary repairs and cleaning, we have calculated the following deductions:

- [Description of deduction 1] - Amount: [Amount]
- [Description of deduction 2] - Amount: [Amount]
- [Description of deduction 3] - Amount: [Amount]

The total deductions amount to [Total Deduction Amount], bringing your refund to [Refund Amount]. A check for this amount will be mailed to your forwarding address on record.

If you have any questions or concerns regarding this breakdown, please feel free to reach out to us at [Landlord's Phone Number] or [Landlord's Email]. We appreciate your tenancy and wish you the best in your future endeavors.

Sincerely,  
[Landlord's Name]  
[Landlord's Title]  
[Property Management Company, if applicable]  
[Contact Information]