

Security Deposit Deduction Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as an official explanation regarding the deductions made from your security deposit following the end of your tenancy at [Property Address].

As you are aware, your security deposit totaling [Deposit Amount] was subjected to the following deductions, detailed below:

- Cleaning Fees: [Amount] - Required to cover cleaning beyond normal wear and tear.
- Repairs: [Amount] - Repairs necessary due to damage including [describe damages].
- Unpaid Rent: [Amount] - [Specify months or other explanations].

Total Deductions: [Total Amount]

Remaining Deposit: [Remaining Amount]

Please feel free to reach out if you have any questions or would like to discuss this further.

Sincerely,

[Your Name]

[Your Contact Information]