

Security Deposit Return Notification

Date: [Insert Date]

From: [Your Name/Property Management]

Address: [Your Address]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a formal notification regarding the return of your security deposit for the property at [Property Address].

As per the lease agreement, we have conducted a thorough inspection of the premises following your move-out date of [Move-Out Date]. The results of this inspection are outlined below:

- Condition of the property: [Brief Description]
- Damages (if any): [List of Damages]
- Cleaning requirements: [Summary of Cleaning Needs]

After accounting for any necessary deductions due to damages or cleaning (totaling [\$Deduction Amount]), your refundable security deposit is as follows:

Total Security Deposit: [\$Total Amount]

We will process the return of your security deposit and send a check in the amount of [\$Refund Amount] to your forwarding address within [Number of Days] days.

Thank you for being a valued tenant. If you have any questions regarding this process, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]