

Security Deposit Acknowledgment Letter

Date: [Insert Date]

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

Dear [Tenant's Name],

We are writing to acknowledge the receipt of your request for the return of your security deposit for the property located at [Property Address]. We want to confirm that we have initiated the process of assessing the condition of the property.

As per the terms of your lease agreement, we will evaluate any potential deductions for damages beyond normal wear and tear. We aim to complete this assessment by [insert assessment completion date].

Once the evaluation is complete, we will issue the final accounting report along with your security deposit refund, if applicable, in accordance with [State's Security Deposit Law].

If you have any further questions or concerns, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Property Management Company Name]
[Contact Information]