

# Explanation of Security Deposit Deductions

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Address: [Insert Tenant Address]

Dear [Tenant Name],

We hope this message finds you well. This letter serves to explain the deductions made from your security deposit upon the termination of your lease at [Property Address].

## Deductions Summary

- Cleaning Fees: \$[Amount] - Necessary to restore the apartment to its original condition.
- Repair Costs: \$[Amount] - For damages beyond normal wear and tear, including [specific damages].
- Unpaid Rent: \$[Amount] - For any outstanding rent due at the time of move-out.

These deductions total \$[Total Amount]. A copy of the detailed receipts and invoices is enclosed for your reference.

We appreciate your understanding regarding these charges. If you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]

[Contact Information]