

Lease Deposit Recovery Notice

Date: [Insert Date]

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 notice regarding the recovery of your lease deposit from the property located at [Property Address].

As per the terms of the lease agreement, your deposit of [Insert Amount] was collected on [Insert Date]. Following the end of your tenancy on [Insert End Date], we conducted a final inspection of the property.

We are pleased to inform you that the condition of the premises was found to be satisfactory, allowing for the full recovery of your deposit. However, please note that deductions for any damages or unpaid rent will be itemized in accordance with the lease terms.

The final amount to be returned to you is [Insert Amount to be Returned]. We will process this refund and expect that it will be sent to you via [Method of Refund] within [Insert Timeframe].

If you have any questions or concerns regarding this notice, please do not hesitate to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]