

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Tenant's Name],

I hope this letter finds you well. I am writing to inform you about the return of your security deposit following your tenancy at [Property Address].

As per the lease agreement and applicable laws, your deposit amounting to [Deposit Amount] will be returned to you. After conducting a thorough inspection of the property, I am pleased to report that [brief description of the condition of the property, e.g., it was left in good condition, minor deductions, etc.].

[If applicable, itemize any deductions, including amounts and reasons, e.g., cleaning fees, damage, unpaid rent, etc.]

Your total security deposit reimbursement is [Refund Amount], which will be issued via [Payment Method, e.g., check, bank transfer] and sent to your address at [Tenant's Address]. You should expect to receive it within [number of days] business days.

Thank you for being a responsible tenant. If you have any questions or concerns regarding your deposit return, feel free to contact me.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position (if applicable)]
[Landlord/Property Management Company Name]