

[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 formally inform you about the status of your security deposit for the property located at [Property Address].

Upon the conclusion of your tenancy on [Move-Out Date], I conducted a thorough inspection of the premises. I am pleased to inform you that [describe any necessary repairs or damages, if applicable]. Based on this inspection, I am refunding a portion of your security deposit.

The details of your deposit refund are as follows:

- Total Security Deposit: \$[Total Amount]
- Deductions for [list any deductions with amounts, if applicable]:
 - [Description of deduction 1]: \$[Amount]
 - [Description of deduction 2]: \$[Amount]
- Refund Amount: \$[Refund Amount]

Enclosed with this letter, you will find a check for the deposit refund amount of \$[Refund Amount]. Please review this information, and do not hesitate to reach out if you have any questions or concerns.

Thank you for your cooperation during your tenancy. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Signature (if sending a hard copy)]