

SECURITY DEPOSIT REFUND LETTER

Date: _____, 20____

I. LEASE TERMINATION.

Dear _____,

This letter acts both as a security deposit receipt and an itemized list of deductions, if any, regarding your lease terminated on _____, 20____ at _____.

II. REFUND BREAKDOWN.

Original Deposit: \$ _____

Interest Accumulated: \$ _____

Deductions: \$ _____

Description of Deductions:

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Total Refund Owed: \$ _____

III. CONTACT.

If you have not already, please provide the best address or method to send payment. If you would like to dispute any of the deductions or have questions about the amounts provided, feel free to contact me anytime at the following:

Phone: _____

E-Mail: _____

Sincerely,

