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| **SECURITY DEPOSIT RETURN LETTER** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Landlord’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Landlord’s Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [City, State, Zip Code]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Phone Number]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Email Address]

\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Tenant’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Tenant’s Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [City, State, Zip Code]  
  
**RE: Security Deposit Refund**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Tenant’s Name],  
  
This letter serves as confirmation of the refund of your security deposit in connection with your tenancy at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Property Address], which commenced on \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ and ended on \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.  
  
**Security Deposit Details:**

* Total Security Deposit Paid: $\_\_\_\_\_\_\_\_\_\_\_\_
* Interest Earned on Security Deposit: $\_\_\_\_\_\_\_\_\_\_\_\_ (if applicable)
* After Inspection of the Property, deductions (if applicable):

|  |  |
| --- | --- |
| **Description of Deductions** | **Amount** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_ |

* Total Deductions: $\_\_\_\_\_\_\_\_\_\_\_\_
* Unpaid Rent: $\_\_\_\_\_\_\_\_\_\_\_\_ (if applicable)
* Refunded Amount: $\_\_\_\_\_\_\_\_\_\_\_\_

Enclosed, please find your refund of $\_\_\_\_\_\_\_\_\_\_\_\_, which has been issued via: (check one) ☐ cash ☐ personal check ☐ cashier’s check ☐ money order ☐ credit card ☐ PayPal ☐ electronic transfer ☐ other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
  
If you have any questions or concerns regarding the deductions or the refund, please don’t hesitate to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Phone Number] or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Email Address].  
  
Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [​​Landlord Signature]   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Landlord Name]