

# 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,

\_\_\_\_\_