

Deposit Partial Refund – Template

[Property Address]

[City, State, Zip]

[Today's Date]

Dear [Name of Resident],

We are reaching out to you today regarding your security deposit in the amount of [Total Deposit Amount] for your lease at [Property Address] that ended on [Lease End Date].

We are deducting [Amount] from your security deposit to cover the following:

[Itemized List of Damages]

A check for the remaining balance of your security deposit is included with this letter.

Should you have any further questions regarding the contents of this letter, please do not hesitate to reach out.

Sincerely,

[Your Signature]

[Your Full Name]

[Your Phone Number or Email]



Different states and municipalities may have different policies regarding apartment and renter communications. Be sure to research and amend any necessary clauses to provided templates in accordance with local laws.

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