

Deposit Withheld – 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].

Your entire security deposit is being withheld to cover the following:

[Itemized List of Damages]

The total cost to cover these damages is [Total Amount].

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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