**Asking for additional funds from security deposit sample letter**

(Your Name)

(Your Street Address)

(Your City, State, ZIP Code)

(Date)

(Tenant's Name)

(Tenant's Forwarding Street Address)

(Tenant's Forwarding City, State, ZIP Code)

**Re: Return of security deposit**

Dear (Tenant's Name),

The letter and attached documents concern your security deposit. By law, I'm required to provide you with this itemized account that shows what portion of your deposit I am returning to you, and what portion is being kept to cover legitimate charges.

This security deposit information relates to your lease from (Start and end dates) at (Address of property). A total of $(Security deposit) was paid on (Date it was received).

I'm unable to return any of your security deposit, as it's being used to cover the following:

(Create an itemized list here)

Attached are copies of each item listed above to verify costs. As you can see, the total cost of the charges/repairs is greater than your initial security deposit. In order to cover these damages, you're asked to pay $(Difference) to me immediately. Please (Insert instructions on how they should pay.). Please let me know if you have any questions.

Sincerely,

(Your printed name)

(Your signature)