**Partial refund of 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).

Enclosed, you'll find $[Total returned]. I've deducted the remainder to cover the following:

(Create an itemized list here)

Attached are copies of each item listed above to verify costs. Please let me know if you have any questions.

Sincerely,

(Your printed name)

(Your signature)