

LETTER TO TENANT FOR DAMAGES

Date: _____

Landlord Name: _____

Property Address: _____

Dear (Tenant Name) _____ ,

This letter is to inform you that there were damages left to (property address)

_____, which you occupied from _____

to _____ .

The amount of \$ _____ was deducted from your \$ _____ security

deposit to cover the damages listed below.

Description	Cost

I am returning the remaining security deposit balance of \$ _____ .

Thank you for understanding.

Sincerely,

Landlord Name: _____

Landlord Signature: _____