

Request for Payment – 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].

Because the cost of damages exceeds your security deposit amount, you now owe [Amount], which represents total damages minus your deposit, payable immediately.

Please remit your balance to:

[Your Full Name and Property Address]

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.

© 2024 CoStar Group. All Rights Reserved.