

Deposit Refund – 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].

A check for your entire security deposit is included with this letter.

It was a pleasure having you as a resident. We wish you the best of luck moving forward.

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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