

MODEL LETTER

Notify Tenant of Damage Deductions

Here's a sample letter you can use to let a tenant know that you're deducting money from the tenant's security deposit for damage to the apartment. This letter assumes that you're deducting \$200 from the tenant's security deposit of \$1,000 to replace cracked glass in a bathroom window and another \$100 to replace a missing light fixture.

Dec. 2, 2013

John Tenant
999 E. 99 St., Apt. 1Z
New York, NY 10000

Dear Mr. Tenant:

I am returning \$700 of your \$1,000 security deposit (check enclosed). I have deducted a total of \$300 from your security deposit, based on the following:

- \$200 deduction for the cost of replacing the cracked glass in the bathroom window. I am enclosing a photograph of the cracked window and a copy of the invoice for its replacement.
- \$100 for the cost of replacing a missing light fixture in the living room. I am enclosing a photograph showing the ceiling without the fixture and a copy of the invoice for its replacement.

Yours truly,
John Q. Owner