

«today»

«full\_name»

«address\_line1»

«address\_line2»

«address\_line3»

«city», «state» «zip»

Dear «full\_name»:

As you may know, when you vacated «community», a move out inspection was done. Based on the inspection, it was determined that there were damages above and beyond the normal wear and tear. We estimate that the cost to repair the damages to your apartment may exceed the amount of your security deposit. The maintenance department has not finished with the invoice for the damages and this letter is to notify you that we cannot process your security deposit until it has been completed.

As soon as it is completed, you will be sent a letter giving you a complete breakdown of all charges against your security deposit and any outstanding balance.

If you have any questions, please do not hesitate to contact this office.

Sincerely,

«rental\_agent»