

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

The following is an explanation of the handling of your security deposit for apartment «apt_nbr» at «community».

| | |
|---|------------------------|
| Security Deposit: | «security_de posit» |
| Pet Deposit: | «pet_dep_bal ance» |
| Interest Amount: | «interest_bal ance» |
| Total Deposits: | 0 |
| Total Damage Due (invoice enclosed): | «total_dama ges» |
| Total Rent Due: | \$ |
| Total Refund: | \$ |

You may request an informal hearing if you disagree with the above findings. Such a request must be made in writing and submitted to this office within ten (10) days of this letter.

Sincerely,

«rental_agent»