

Disposition of Deposit - Sample Letter 1

Jan. 21, 2012

Dear Ms. Tenant,

This letter is to inform you of the disposition of your deposit on Street and city address of rental unit.

Your deposit was for \$590.00.

Deductions:

Past Rent Due	: \$625.00
Trash Removal:	\$140.00
Eviction	: \$129.00
Utilities	: \$580.00
Total	: \$1,474.00

You owe me a balance of (your deposit) \$590.00 minus (damages, past rent, and bills due) \$1,474 = \$884.00, I herein forgive this debt.

Sincerely,

Owner