

Dear

I have inspected the rental property which you recently vacated at

I am returning your security deposit, minus the following deductions.

I enclose copies of receipts to prove my expenditure. Where a damaged item has had to be replaced, I have charged you an apportionment of the replacement cost.

If you wish to dispute any of these charges, please contact me in writing by
Advice on renting matters can be obtained from Housing Rights Service or your local
Citizens Advice Bureau.

Landlord