**Security Deposit Refund Letter**

**Withholding a Portion of the Deposit:**

Your name   
Your address   
Your City, State, Zip   
Your Phone Number   
Your email address   
Your webpage address http://your website address.com   
  
Today's date

Dear Mr/Ms. Renter,

Thank you for renting our home located at [your vacation home address], from the dates of \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_ . We hope you enjoyed your stay.

Regretfully, we have to withhold a portion of your damage deposit because of [description of damaged item]. Per item [clause/item #] of the attached signed rental agreement, the damage deposit will be withheld for damages incurred during the dates of your reservation.

Enclosed is a photograph of the [damaged item], which shows the [explanation of damages], which was discovered upon checkout after your stay. Also enclosed is a copy of the bill which shows the exact amount to replace the [damaged item.]

Enclosed is a check for [$X] which is equal to your original deposit of [$X] minus [$X], the cost to repair the [damaged item].

Sincerely,

[Your Original Signature]

**Withholding the Entire Deposit:**

Your name   
Your address   
Your City, State, Zip   
Your Phone Number   
Your email address   
Your webpage address http://your website address.com   
  
Today's date

Dear Mr/Ms. Renter,

Thank you for renting our home located at [your vacation home address], from the dates of \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_. We hope you enjoyed your stay.

Regretfully, we have to withhold your damage deposit because [explanation of damaged item]. Per item [clause/item #] of the attached signed rental agreement, the damage deposit will be withheld for damages incurred during the dates of your reservation.

Enclosed is a photograph of the [damaged item], which shows the [explanation of damages], which was discovered upon checkout after your stay. Also enclosed is a copy of the bill which shows the exact amount to replace the [damaged item].

Unfortunately, we must keep your entire damage deposit as the total damages, [$X], for the [explanation of damages] equaled/exceeded the amount of your damage deposit.

Sincerely,

[Your Original Signature]