



## Security Deposit Refund Letters

### Full Security Deposit Refund, No Damages:

Your name  
Your address  
Your Town/City, Region, Postcode  
Your Phone Number  
Your email address  
Your webpage address <<http://your website address.com>>

Today's date

<Dear **Mr. and Mrs. Renter**,>

Thank you for choosing our **holiday apartment** for your trip. We hope that you had a pleasant stay. The property was left in good condition; therefore, enclosed you'll find your **<£200>** deposit refund.

If you wish to rent again, please just call/email me. I will start taking bookings for next year in **<September>**. I do book up quickly, so just keep that in mind if you're set on particular dates.

Looking forward to hearing from you again.

Thanks for everything,  
**[Mr. and Mrs. Homeowner]**



**Returning Full Security Deposit and Asking for Review:**

Your name

Your address

Your Town/City, Region, Postcode

Your Phone Number

Your email address

Your webpage address <<http://your website address.co.uk>>

Today's date

**Dear Mr. and Mrs. Guest,**

Thank you for choosing our home for your holiday in **[your area]**. We hope that you had a pleasant stay. We appreciate that you took such great care of our home while you were there. Enclosed you'll find your **[deposit amount]** deposit refund.

We would be delighted if you would share the experiences from your stay with other guests. Please leave your comments and a review of our home via our website, [www.holiday-rentals.co.uk/12345](http://www.holiday-rentals.co.uk/12345) and click the link that says "write a review."

If you wish to rent again, please just call/email me. I will start taking bookings for next year in **<September>**. I do book up quickly, so just keep that in mind if you're set on particular dates.

Thanks Again!

**[Mr. and Mrs. Home Owner]**



### **Withholding a Portion of the Deposit:**

Your name

Your address

Your Town/City, Region, Postcode

Your Phone Number

Your email address

Your webpage address <<http://your website address.com>>

Today's date

Dear Mr and Mrs. Guest,

Thank you for renting our home located at [\[your holiday home address\]](#), 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 contract, the damage deposit will be withheld for damages incurred during the dates of your stay.

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

Enclosed is a cheque 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 Town/City, Region, Postcode  
Your Phone Number  
Your email address  
Your webpage address <<http://your website address.com>>

Today's date

**Dear Mr and Mrs. Guest,**

Thank you for renting our home located at [\[your holiday home address\]](#), 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 contract, the security deposit will be withheld for damages incurred during the dates of your stay.

Enclosed is a photograph of [the \[damaged item\]](#), which shows [the \[explanation of damages\]](#), which was discovered 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 security deposit.

Sincerely,  
[\[Your Original Signature\]](#)

*Note to Homeowner: You may edit and use this form as needed for your holiday rental business. If another homeowner wishes to use this form, please direct him/her to [www.holiday-rentals.co.uk](http://www.holiday-rentals.co.uk).*

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