

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of my intent to transfer my security deposit for the property located at [Property Address].

As per our rental agreement, I understand that I am entitled to a refund of the security deposit upon my departure, contingent on fulfilling all lease obligations. I kindly request that the security deposit of [Amount] be transferred to me, as I have completed the necessary move-out process. Please let me know if you require any additional information or documentation to facilitate this transfer. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]