

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

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

Subject: Request for Security Deposit Return

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request the return of my security deposit for the rental property located at [Property Address]. As per the terms of our lease agreement, I provided a security deposit of [Deposit Amount] on [Date of Deposit].

I vacated the premises on [Move-Out Date] and ensured that the property was left in good condition, as documented in our move-out inspection conducted on [Inspection Date]. According to [State Laws/Local Regulations], I am entitled to the return of my full security deposit within [Number of Days] days from the date of my move-out.

Please find attached any relevant documentation, including the rental agreement, inspection report, and my new address for refund processing. I appreciate your prompt attention to this matter, and I look forward to receiving the security deposit refund by [Deadline Date]. If there were any deductions, please provide an itemized list of the charges.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]