

[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],

Subject: Request for Security Deposit Refund

I hope this letter finds you well.

I am writing to formally request the refund of my security deposit for the rental property located at [Rental Property Address], which I vacated on [Move-Out Date].

1. ****Deposit Details****

- Amount of Security Deposit: \$[Amount]
- Date Paid: [Date]

2. ****Move-Out Condition****

- The property was returned in [describe condition, e.g., "good condition with normal wear and tear"].
- Attached are the move-out inspection report and photos for your reference.

3. ****Legal Basis****

- As per [state/city] laws and our lease agreement, the security deposit should be returned within [time frame].

I appreciate your prompt attention to this matter and kindly request that the full amount of my security deposit be returned by [date]. Please send the payment to my address listed above.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]