

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Landlord/Property Manager's Name]
[Property Management Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request the refund of my security deposit of [amount] for the rental property located at [property address], which I vacated on [move-out date].

As per our rental agreement, my deposit is refundable upon fulfilling the terms of the lease. I have ensured that the property was left in good condition, and I have also attached a copy of the move-out inspection report for your reference.

I kindly ask that you process the refund at your earliest convenience.

Please let me know if any further information is required.

Thank you for your attention to this matter.

Sincerely,
[Your Name]