

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Property Management Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the refund of my security deposit in the amount of [Deposit Amount] for the property located at [Property Address], which I vacated on [Move-out Date].

According to our lease agreement, I am entitled to the full refund of my deposit, provided there are no damages beyond normal wear and tear. My records indicate that there were no such damages, and I have attached [mention any attached documents, e.g., inventory checklist, photos, move-out inspection report] as evidence supporting my claim.

Please send the deposit refund to my address listed above or via [preferred payment method, e.g., bank transfer]. I would appreciate your prompt attention to this matter, and I look forward to receiving the refund within [insert reasonable time frame, e.g., 14 days] as required by state law.

Thank you for your cooperation. If you have any questions, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]