

[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 in the amount of [insert amount], which was submitted on [insert date] for the rental property located at [insert property address].

As per our rental agreement, I provided the security deposit to secure my tenancy. Since vacating the property on [insert move-out date], I have fulfilled all the required conditions for receiving the full refund. The property has been left in good condition, and I have made sure to adhere to all cleaning and maintenance responsibilities as outlined in our lease agreement.

I kindly request that my security deposit be returned to me no later than [insert date], in accordance with state law regarding the timeframe for returning security deposits. Please send the refund to my new address listed above or through another method that you prefer.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]