

[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 for the rental property located at [Property Address], which I vacated on [Move-out Date].

According to the lease agreement, I am entitled to the return of my deposit within [number of days] after my move-out date, assuming the property is left in good condition, which I maintain it was.

I would appreciate it if you could process my refund at your earliest convenience. Please send the deposit amount of [Deposit Amount] to my current address listed above.

Thank you for your attention to this matter. If you have any questions or need any additional information, please feel free to contact me.

Sincerely,

[Your Name]