

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

Dear [Landlord's/Property Manager's Name],
I hope this letter finds you well. I am writing to formally request a refund of my security deposit for the property located at [Property Address], which I vacated on [Move-out Date].
As per our rental agreement, the security deposit amount was [Deposit Amount]. I have fulfilled all obligations as a tenant, including providing proper notice of my move-out and leaving the property in good condition.

According to [cite relevant laws or rental agreement terms, if applicable], I understand that I am entitled to a full refund of my security deposit within [mention the legal time frame]. As of today's date, I have not yet received the refund, nor have I been provided with an itemized list of any deductions made.

I kindly request that the security deposit refund be sent to my forwarding address listed above. If there are any issues or further information needed regarding this matter, please do not hesitate to contact me.

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

Sincerely,
[Your Name]