

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

According to our rental agreement, my security deposit amounting to [Deposit Amount] was paid on [Date of Deposit]. As stipulated, I fulfilled all the terms of the lease, and the property was returned in good condition, barring normal wear and tear.

Please find attached the necessary documentation, including [list any attached documents, e.g., change of address, lease agreement, condition photos, etc.].

I kindly request that the deposit amount, less any lawful deductions, be sent to my new address at [New Address] within the timeframe required by law.

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

Sincerely,

[Your Name]
[Signature (if sending a hard copy)]