

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Subject: Request for Deposit Refund

Dear [Landlord's Name],

I hope this message 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 lease agreement, my deposit amounting to [Deposit Amount] should be refunded within [specified timeframe] following my departure. I have ensured that the property was left in good condition and have attached a checklist for your reference.

Please process the refund at your earliest convenience and send it to my address listed above. If there are any deductions, I kindly ask for an itemized list explaining the reasons for those charges.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]