

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Property Management Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Deposit Refund

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].

As per our rental agreement, the total amount of the security deposit was [Deposit Amount]. I have fulfilled all the necessary requirements for the return of the deposit, including [mention any relevant conditions met, such as cleaning the unit, returning keys, etc.].

According to our lease agreement and local laws, I expect to receive the full deposit within [mention the timeframe specified in your lease or local laws]. I would appreciate it if you could process this request promptly and inform me of the status.

Please send the deposit refund to my address listed above or via [preferred method of refund, e.g., bank transfer, check]. If there are any deductions from the deposit, kindly provide a detailed breakdown of the charges.

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]