

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

[Landlord's Name]  
[Property Management Company (if applicable)]  
[Landlord's Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

Re: Security Deposit Refund Request for [Your Address]

I hope this letter finds you well. I am writing to formally request the refund of my security deposit in the amount of [Amount] for the property located at [Your Address], which I vacated on [Move-Out Date].

As per our lease agreement, I am entitled to a full refund of my security deposit, as I left the property in good condition and fulfilled all lease obligations. I have provided my new address below for your convenience in sending the refund.

[Your New Address]  
[City, State, Zip Code]

If there are any deductions from the deposit, I kindly request a detailed account of the deductions made. I appreciate your prompt attention to this matter and look forward to resolving it amicably.

Thank you for your cooperation.

Sincerely,  
[Your Name]