

[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 in the amount of [insert amount] following my tenancy at [property address], which ended on [date of lease termination].

As per our lease agreement and in accordance with [state/local landlord-tenant laws], I expect the security deposit to be returned to me within [insert timeframe] after the termination of my lease.

I vacated the premises on [date] and ensured that the property was left in good condition, barring normal wear and tear. I kindly request that a detailed itemization of any deductions, if applicable, be provided, as [state law] requires such documentation.

Please send the refund to my forwarding address:

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

Thank you for attending to this matter promptly. I look forward to your response.

Sincerely,

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