

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

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

Subject: Security Deposit Refund Request

Dear [Landlord's Name],

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 [property address], which I vacated on [move-out date].

As per the terms of our lease agreement and applicable state laws, the security deposit is to be returned within [insert timeframe, e.g., 30 days] following my departure. I have ensured that the property was left in good condition, as outlined in our agreement.

Please find enclosed a copy of my lease agreement and any necessary documentation to support my request. I kindly ask that you send the refund to my new address at [new address] or via [preferred method, e.g., check or direct deposit].

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]