

[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 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 rental agreement and state law, I am entitled to the return of my security deposit within [Number of Days] days of the lease termination. As I left the property in good condition, I believe no deductions should be made from my deposit.

Please send the full amount of my security deposit, totaling [Amount], to my forwarding address: [Your New Address].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]