

[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 message finds you well. I am writing to formally request the return of my security deposit for the property located at [Property Address], which I vacated on [Move-out Date].

As per our rental agreement, the security deposit amount was [\$Amount]. I have ensured that the property was left in good condition and have fulfilled all requirements as stated in the lease.

I kindly request that the security deposit be returned to me within the timeframe specified by state law. Please let me know if there are any deductions or issues that need to be discussed.

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]