

[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 rental property located at [Rental Property Address], which I vacated on [Move-Out Date].

As per our lease agreement, I am entitled to receive my security deposit back within [xx] days of moving out, provided that the property is returned in satisfactory condition. Upon my departure, I ensured that the property was cleaned and all personal belongings were removed.

Here are the details of my security deposit:

- Amount of Security Deposit: \$[Amount]
- Date of Security Deposit Payment: [Date]

Please let me know if there are any deductions or issues concerning the return of my deposit. I would appreciate prompt attention to this matter and request that the refund be sent to my new address listed above.

Thank you for your cooperation. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]