

[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 refund of my security deposit for the property located at [Property Address], which I vacated on [Move-Out Date].

As per our lease agreement, the total amount of the security deposit is [Deposit Amount]. I believe I am entitled to a full refund as the property was left in good condition. [Include any specific details about the condition of the property, cleaning, or repairs made.]

According to [State Law/Local Ordinance], the security deposit should be returned within [Time Frame]. I kindly request that my deposit be returned by [Expected Date].

Please send the refund to my forwarding address at [Your Forwarding Address]. If there are any deductions or concerns regarding the refund, please provide a detailed list for my review.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]