

[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: Security Deposit Refund Inquiry

I hope this message finds you well. I am writing to inquire about the status of my security deposit refund for the property located at [Property Address], which I vacated on [Move-Out Date].

As per our rental agreement, I understand that the security deposit should be refunded within [Time Frame, e.g., 30 days] of my move-out date, provided there are no deductions. To date, I have not received my refund, nor have I been notified of any deductions that may apply.

I would appreciate your prompt attention to this matter and kindly request an update regarding the status of my refund.

Thank you for your assistance.

Sincerely,
[Your Name]