

[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],

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 [Property Address], which I vacated on [Move-Out Date].

As per the terms of our lease agreement, the security deposit in the amount of [Deposit Amount] was paid on [Date of Payment]. I believe I am entitled to a full refund of this amount, as I have adhered to all lease conditions, left the property in good condition, and provided the required notice of my departure.

Please let me know if there are any forms or additional information needed from my side to facilitate the refund process. I would appreciate a response by [Response Request Date], so that we can resolve this matter promptly.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]