

[Landlord or Property Manager Name]
[Address]
[City, State, Zip Code]

[Date]

RE: Security Deposit Refund for [Property Address]

Dear [Landlord Name],

I am writing to formally request the return of my security deposit in the amount of \$[Amount] for the property located at [Former Property Address]. My lease ended on [End Date] and I vacated the premises on [Move-out Date].

As per our final walk-through on [Date of Inspection], the property inspection was clear, and it was confirmed that no damages beyond normal wear and tear exist. I have returned all keys and ensured the unit was cleaned according to the lease requirements.

Please send the full refund to my new forwarding address:

[Your Name]
[New Mailing Address]
[City, State, Zip Code]

I look forward to receiving the check within [Number of Days required by state law] days as required by law. Please feel free to contact me at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Your Signature]
[Your Printed Name]