

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

[Date]

RE: Full Refund of Security and Pet Deposits for [Rental Property Address]

Dear [Landlord Name],

This letter is a formal request for the return of my security deposit and pet deposit for the property located at [Rental Property Address]. I vacated the premises on [Date of Move-out] and have returned all keys.

The total amount to be refunded is \$[Total Amount], which consists of:

- Security Deposit: \$[Amount]
- Pet Deposit: \$[Amount]

The property has been left clean and in good condition. As there are no damages beyond normal wear and tear and no outstanding rent, I expect a full refund of both deposits.

Please send the check for the full amount to my new forwarding address:

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

I look forward to receiving the funds within [Number of Days required by local law] days as per our lease agreement and state law.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]