

[Your Name]
[Your Current Address]
[Your Phone Number]
[Your Email]

[Date]

[Landlord or Property Manager Name]
[Landlord Address]

Re: Early Lease Termination and Security Deposit Refund for [Rental Address]

Dear [Landlord Name],

Please accept this letter as formal notification that I will be vacating the property located at [Rental Address] on [Your Move-out Date].

As per our previous discussion and agreement regarding the early termination of my lease, I am requesting a full refund of my security deposit in the amount of \$[Deposit Amount].

I will ensure that the premises are left clean and free of damage, beyond normal wear and tear. I would like to schedule a final walk-through inspection on [Date] at [Time] to confirm the condition of the unit.

Please mail my full security deposit to my new forwarding address:

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

Thank you for your cooperation and for providing a positive rental experience.

Sincerely,

[Your Signature]
[Your Printed Name]