

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Re: Full Refund of Security Deposit for [Property Address]

Dear [Landlord Name],

I am writing to formally request the full refund of my security deposit in the amount of \$[Amount] for the property located at [Property Address], which I vacated on [Date].

As the unit was returned in clean condition and without damage beyond normal wear and tear, I am expecting the return of the full deposit amount. As previously agreed, please issue this refund via Electronic Funds Transfer (EFT).

My banking details are as follows:

Bank Name: [Name of Bank]
Account Holder Name: [Your Full Name]
Account Type: [Checking/Savings]
Routing Number: [9-digit Routing Number]
Account Number: [Your Account Number]

Please ensure the funds are transferred by [Date, typically 14-30 days depending on local law]. Once the transfer is complete, please email a confirmation receipt to [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]