

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

[Date]

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

RE: Notice of Move-Out and Request for Security Deposit Refund

Dear [Landlord Name],

This letter is to formally request the full refund of my security deposit for the property located at [Previous Rental Address]. I vacated the premises on [Date of Move-Out] as per the end of my lease agreement.

The unit was left clean and in good condition. I have returned all keys to [Name of Person or Location where keys were left] on [Date].

Please mail my full security deposit of \$[Amount] to my new forwarding address listed below:

[Your New Street Address]
[City, State, Zip Code]

As per [State] law, I expect to receive my deposit within [Number of Days Required by Law, e.g., 21 or 30] days. If there are any issues, please contact me at the phone number or email address provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]