

[Date]

[Landlord's Name or Property Management Company]

[Landlord's Address]

[City, State, Zip Code]

Re: Refund of Security Deposit for [Property Address]

Dear [Landlord's Name],

We are writing to formally request the full refund of our security deposit in the amount of \$[Amount] for the property located at [Property Address]. Our lease ended on [Move-out Date] and we have surrendered the keys as of that date.

The property was left in clean condition, and we are not aware of any damages beyond normal wear and tear. As joint tenants, we have agreed that the full refund should be issued as follows:

[Option A: Single check payable to all tenants]

Please issue a single check for the total amount payable to [Name of Tenant 1], [Name of Tenant 2], and [Name of Tenant 3].

[Option B: Separate checks for each tenant]

Please issue individual checks in the amount of \$[Amount] to each of the following tenants:

- [Tenant 1 Name]
- [Tenant 2 Name]
- [Tenant 3 Name]

Please mail the refund check(s) to the following forwarding address:

[Name]

[Street Address]

[City, State, Zip Code]

Under [State Name] law, the security deposit must be returned within [Number] days. We look forward to receiving the funds within this timeframe.

Sincerely,

[Tenant 1 Signature & Printed Name]

[Tenant 2 Signature & Printed Name]

[Tenant 3 Signature & Printed Name]

[Your Phone Number]

[Your Email Address]