

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

[Date]

RE: Notice of Security Deposit Refund

Dear [Landlord Name],

This letter is to formally request the full refund of my security deposit for the property located at:

[Rental Property Address]
[City, State, Zip Code]

I vacated the premises on [Move-out Date] and have returned all keys to you. According to our lease agreement, I am entitled to a full refund of my security deposit in the amount of \$[Amount Paid].

The property has been thoroughly cleaned and left in excellent condition, consistent with the move-in inspection report. There are no outstanding utility bills or unpaid rent associated with my tenancy.

Please mail the full deposit amount to my new forwarding address listed below:

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

I expect to receive the check within [Number of Days required by local law] days, as required by state law. If there are any issues, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]