

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

[Date]

[Landlord or Property Manager Name]
[Property Management Company, if applicable]
[Address on File]
[City, State, Zip Code]

Re: Outstanding Security Deposit for [Previous Rental Address]

Dear [Landlord or Property Manager Name],

I am writing to follow up on the return of my security deposit for the property located at [Previous Rental Address]. I vacated the premises on [Move-out Date] and returned the keys on [Date Keys Returned].

As of today, [Number of Days] days have passed since my move-out date. According to our lease agreement and local tenant laws, the security deposit and/or an itemized list of deductions was required to be sent to me by [Date Deadline]. I have not yet received the check or any correspondence regarding the deposit.

Please mail the full deposit amount of \$[Amount] to my current address listed below:

[Your Name]
[Your Current Address]
[City, State, Zip Code]

If there are any deductions, please provide an itemized statement detailing the costs as required by law. If the check has already been mailed, please provide the check number and the date it was sent so I can track it.

I look forward to resolving this matter promptly. Please respond to this letter by [Date, e.g., 5 business days from now].

Sincerely,

[Your Signature]

[Your Printed Name]