

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

[Date]

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

RE: Request for Full Refund of Security Deposit

Dear [Landlord's Name],

I am writing to formally request the full refund of my security deposit for the property located at:

[Address of the Rental Property you moved out of]

My lease ended on [Move-out Date] and I vacated the premises on that day. I have returned all keys and left the property in good, clean condition, consistent with the initial move-in inspection.

The total amount of the security deposit to be refunded is \$[Total Amount].

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

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

According to [State/Local] law, the security deposit must be returned within [Number of Days, e.g., 21 or 30] days of the lease termination. I look forward to receiving the check by [Date].

If you have any questions, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]