

Request for Security Deposit Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request documentation regarding the security deposit I paid for [mention property or service] on [insert date]. As per our agreement, I would like to obtain the following information:

- The amount of the security deposit
- Details of the deposit's terms and conditions
- Confirmation of the deposit's current status

Understanding these details is essential for my records and future planning. I would appreciate your prompt attention to this matter and look forward to your response at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]