

Security Deposit Refund Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord/Property Manager Name]

[Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager Name],

Re: Security Deposit Refund for [Property Address]

I hope this message finds you well. I am writing to formally request the refund of my security deposit of [amount] for the rental property located at [Property Address], which I vacated on [Date of Move-Out]. I understand that per the lease agreement, the security deposit is to be refunded within [number of days] days following the termination of the lease.

As the property was left in good condition, free from any damages beyond normal wear and tear, I request the full refund of my security deposit. Please find attached a copy of the move-out inspection report and my forwarding address for the refund: [Your Forwarding Address].

I appreciate your prompt attention to this matter and look forward to receiving the refund within the stipulated time frame. Should you require any further information, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]