

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Landlord's Name
Landlord's Address
City, State, ZIP Code

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request the refund of my security deposit for the property located at [Property Address], which I vacated on [Move-Out Date]. As per our lease agreement and the relevant housing laws, I believe I am entitled to the return of the full security deposit amount of [Deposit Amount].

The property was left in good condition, and I have attached a copy of the final walkthrough report along with photographs as evidence of the property's condition upon my departure.

According to the state laws, the security deposit should be returned within [Number of Days as per State Law] days. As it has now been [Number of Days since Move-Out], I kindly ask you to process my refund as soon as possible.

Please let me know if you require any further information or if there are any issues regarding the refund. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,
[Your Name]