

# Security Deposit Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

## **Subject: Request for Refund of Security Deposit**

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request the refund of my security deposit in the amount of [Insert Amount], which I paid at the beginning of my tenancy for the property located at [Insert Property Address].

As you are aware, my tenancy ended on [Insert End Date], and I have fulfilled all my obligations as a tenant. However, I received a notice dated [Insert Date of Notice] indicating that you intend to withhold a portion of my security deposit due to alleged damages.

I dispute the claims regarding damages, as I believe they are unwarranted and not reflective of the property's condition at the time of my departure. I request that you provide a detailed itemization of the damages along with evidence supporting your claims so that we may resolve this matter amicably.

According to [Insert Relevant State or Local Law], I am entitled to a full refund of my security deposit if there are no legitimate damages or claims. I kindly ask that you review the situation and process the refund by [Insert Reasonable Deadline].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]