

Security Deposit Claim for Commercial Lease Termination

[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 letter finds you well. I am writing to formally request the return of my security deposit in relation to the commercial lease for the premises located at [Property Address], which was terminated on [Termination Date].

According to our lease agreement, a security deposit of [Deposit Amount] was paid on [Deposit Payment Date]. As the lease has concluded and the premises have been vacated in good condition, I kindly request the return of the full deposit amount.

Attached to this letter are copies of the final inspection report, photographs of the premises, and any other relevant documentation for your review.

Please respond to this request within [Number of Days] days, as required by law. I look forward to resolving this matter promptly.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position/Title, if applicable]
[Your Company Name, if applicable]