

# Formal Notice for Security Deposit Refund

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Security Deposit Refund

I hope this message finds you well. This letter is to formally notify you regarding the refund of your security deposit of [Amount] for the property located at [Property Address].

As per the terms of our lease agreement, I have conducted an inspection of the premises following your move-out date of [Move-out Date]. I am pleased to inform you that the property was left in satisfactory condition, and therefore, your full security deposit is hereby approved for refund.

The refund will be processed and mailed to your forwarding address on or before [Refund Processing Date]. Should you have any questions or require further clarification, please do not hesitate to contact me.

Thank you for your cooperation, and I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position]