

[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 am writing to formally complain about the failure to return my security deposit of [amount] for the property located at [property address], which I vacated on [move-out date]. According to our lease agreement, the deposit should have been returned to me within [number of days] days after my tenancy ended.

As of today, I have not received any communication regarding the status of my deposit, nor have I received the amount owed. I would appreciate your prompt attention to this matter and request that the full amount of my security deposit be returned by [specific date].

If I do not receive a response by the stated date, I will have no choice but to pursue further actions to recover my deposit.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]