

# Security Deposit Retrieval Request

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Current Date]

Landlord's Name: [Landlord's Name]

Landlord's Address: [Landlord's Address]

City, State, Zip: [City, State, Zip]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request the retrieval of my security deposit for [Rental Property Address], which I vacated on [Move-Out Date]. According to our lease agreement and state regulations, I understand that I am entitled to receive my security deposit back within [number of days, e.g., 30 days] following my departure.

If any deductions were made from my deposit, I kindly request a detailed statement of these deductions to be sent to me at your earliest convenience.

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

Sincerely,

[Your Name]