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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

Dear [Landlord’s Name],

I am writing to request the return of my security deposit in the amount of [insert amount] for the rental property located at [insert property address]. I vacated the property on [insert move-out date], and left the property in good condition, as required by our rental agreement.

As per our lease agreement, the security deposit was paid to cover any damages caused by me during my tenancy. However, I am happy to inform you that there were no damages to the property during my stay, and I have completed all the move-out procedures as per our agreement.

I kindly request that you return my security deposit within  [insert number of days or a specific date] from the date of this letter. Please send the security deposit to my address mentioned above or through my bank account [insert bank account details], as per our rental agreement.

I would like to thank you for your cooperation during my tenancy and your prompt attention to this matter. If you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]