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

Dear **[Landlord’s Name],**

I am writing to request that you return my security deposit in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I vacated my rental unit at  **[rental address]** on **[move out date]** and left it in excellent condition, which you acknowledged on our final walkthrough.

California Civil Code 1950.5 dictates that you must return security deposit funds within 21 days after a tenant moves out.

You have now exceeded that deadline by 11 days.

Please forward my security deposit funds to the following address within 10 days:

**[Your forwarding address]**

If I do not receive a check within this timeline I will be forced to pursue legal action.

If you wish to discuss this matter in more detail, you can reach me by phone at XXX-XXX-XXXX or email at **[your email address].**

Sincerely,

**[Your Name]**