

# SECURITY DEPOSIT REFUND REQUEST LETTER

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Subject: Request for Refund of Security Deposit

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request the refund of my security deposit for the rental property at 123 Main Street, Apartment 4B. My tenancy at the property concluded on August 31, 2023, and I am kindly asking for the return of my security deposit as per the terms of our rental agreement.

I am grateful for the opportunity to have lived in the 123 Main Street, Apartment 4B during my time there. I have taken great care to maintain the property in good condition throughout my tenancy, and I believe I have fulfilled all the terms of our rental agreement. As required, I conducted a thorough inspection of the property before leaving and ensured that it was left in the same state as when I moved in.

For your reference, the details of my tenancy are as follows:

- Rental Address: 123 Main Street, Apartment 4B
- Date of Move-In: May 15, 2022
- Date of Move-Out: August 31, 2023
- Security Deposit Amount: \$1,000
- Rental Agreement Reference: RA2022001

I kindly request that you process the refund of my security deposit in a timely manner. As stipulated in our rental agreement, I understand that any necessary deductions for repairs or outstanding fees will be subtracted from the deposit. However, I believe that the property is in the same condition as when I first moved in, and I expect the full deposit to be returned to me.

To facilitate the refund process, kindly provide me with information regarding the timeline and method through which the refund will be processed. I can be reached at (555) 123-4567 or tenant@email.com if you require any additional information or if there are any details you need from me.

I truly value the positive experience I had as a tenant at 123 Main Street, Apartment 4B, and I appreciate your prompt attention to this matter. I look forward to a smooth resolution and the return of my security deposit.

Thank you for your time and cooperation.

Sincerely,

[Your Full Name]

[Your Signature (if sending a physical letter)]