

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Landlord or Property Manager Name]
[Landlord Address]
[City, State, Zip Code]

RE: Notice of Early Lease Termination and Security Deposit Return

Dear [Landlord Name],

As per our previous agreement dated [Date of Termination Agreement], I have officially vacated the premises located at [Rental Property Address] effective [Date You Moved Out].

The keys were returned to [Name of Person/Location] on [Date]. I have ensured the property was cleaned and left in good condition, consistent with the move-in inspection report.

I am requesting the return of my security deposit in the amount of \$[Amount]. As we agreed, the early termination fee of \$[Amount] was [choose one: paid in full on Date / deducted from this deposit].

Please mail the remaining balance of my security deposit and an itemized list of any deductions (if applicable) to my new forwarding address below within [Number of Days required by state law] days:

[New Forwarding Street Address]
[City, State, Zip Code]

If you have any questions, please contact me at [Phone Number]. Thank you for your cooperation during this transition.

Sincerely,

[Your Signature]

[Your Printed Name]