

Subject: Formal Demand for Return of Security Deposit - [Your Property Address]

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

[Date]

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

Dear [Landlord Name],

I am writing to formally request the return of my security deposit for the property located at [Former Rental Address]. I vacated the premises on [Date of Move-out] and returned the keys on [Date].

My records indicate that I paid a security deposit in the amount of \$[Amount]. According to [State/Local] law, you are required to return this deposit, or provide an itemized list of deductions, within [Number] days of the termination of my lease.

As of today, it has been [Number] days since I moved out, and I have not yet received my deposit or an accounting of any charges. I left the property in good condition, as documented by my move-out photos and inspection.

Please mail the full refund of \$[Amount] to my new forwarding address listed below:

[Your New Mailing Address]
[City, State, Zip Code]

If I do not receive my deposit or a written explanation of any withholdings by [Date], I will be forced to pursue further legal action in small claims court to recover my funds, which may include interest and court costs.

Sincerely,

[Your Signature]

[Your Printed Name]