

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

[Date]

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

RE: Notice of Deadline for Security Deposit Refund and Itemized Statement

Dear [Recipient Name],

I am writing regarding the security deposit for the property located at [Rental Address], which I vacated on [Date of Move-out].

Pursuant to [State/Local] law, a landlord is required to provide a tenant with a full refund of the security deposit or a written itemized statement of any deductions within [Number of Days, e.g., 21] days of the termination of the tenancy.

As of today, [Number of Days] days have passed since I returned the keys and vacated the premises, and I have yet to receive my deposit or an itemized list of damages. My records indicate that the total deposit amount held by you is \$[Amount].

Please consider this a formal request to send the full balance of my security deposit, or a partial refund with a detailed itemized statement of deductions, to my new address listed below:

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

Please ensure that payment is sent or postmarked no later than [Date]. Failure to comply with the legal deadline may result in further legal action to recover the deposit, which may include claims for statutory damages and court costs.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]