| State of \_\_\_\_\_\_\_\_\_\_ |  |
| --- | --- |

| **SECURITY DEPOSIT DEMAND LETTER** |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Tenant’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Tenant’s Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [City, State, Zip Code]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Email Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Phone Number]  
  
\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Landlord’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Landlord’s Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [City, State, Zip Code]  
  
**RE: Request for Security Deposit Refund**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Landlord’s Name],

I am writing to formally request the return of my security deposit in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_, paid on \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, in connection with my tenancy at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Property Address], which began on \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ [Lease Start Date] and ended on \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ [Lease End Date].

According to state and local laws and the Lease Agreement dated \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, the security deposit should have been returned to me within \_\_\_\_\_\_\_ days after the end of the lease. As of today, I have not received the security deposit refund.

I kindly request that the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ be returned to me within \_\_\_\_\_\_\_ days from the date of this letter via (Check all that apply) ☐ Check ☐ Money order ☐ Electronic transfer ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If this matter is not resolved promptly, I may be forced to pursue all available legal remedies.

Please feel free to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Phone Number] or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Email Address] if you have any questions.

Sincerely,  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [​​Tenant’s Signature]   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Tenant’s Name]