

DATE:
CERTIFIED MAIL NO.: _____

From: [Tenant's/Renter's Name and Current Address]

To: [Landlord's Name and Address]

RE: Refund of Security Deposit

Dear _____:
(landlord's name)

On _____ I moved out of my apartment at _____
(date of move)

(address of the property tenant/renter moved out of)

I am writing to ask that you refund my security deposit of \$ _____.
(amount of security deposit).

Please send a certified check or money order made out to me and send it to me at this address:

(address where landlord should send security deposit)

Thank you for your prompt attention to this matter.

Sincerely,

Signature of Tenant/Renter
Print Name: