Security deposit refund request

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: request for the return of my security deposit

Dear Sir or Madam,

I have moved out of the property described below and I ask you to return the security deposit paid when I moved in, less only those amounts you can justify with supporting documents.

Property and deposit

Address of the rented property

Move-in date

Date the keys were returned

Date of the move-out inspection

Deposit amount paid

Currency

Refund expected no later than

Possible deductions

If you plan to keep part of the deposit, please send me an itemised statement with supporting documents. I dispute the following deductions:

Disputed deductions and reasons

Preferred refund method

- [ ] Bank transfer (bank details sent by another secure means)
- [ ] Cheque sent to my address
- [ ] Other method

If I receive no reply by the date above, I reserve the right to refer the matter to the competent body or court.

Yours faithfully,

Enclosures

Signature

Name in full

How it is sent

- [ ] Registered letter with proof of delivery (or equivalent)
- [ ] Delivered by hand against a signed receipt
- [ ] Other method