Request for Refund of House Rent

From,

[Your Name],

[Your Address],

[Your Phone Number]

[Your Mail]

Date:

To,

[Receiver’s Name],

[Address],

[Phone Number]

[Mail]

Dear [Name] Sir,

I am writing to provide notice of my request that you refund the house rent deposit paid in the amount of $[amount] for the rental of [Address], [City], [State] [Zip Code] for the duration of [mention the duration paid for].

I vacated the residence on the [vacation date] because [specify the reason for the vacation] after paying for the rent without any damages beyond ordinary wear and tear.

Mail my full security deposit refund to:

[Address]

[City], [State] [Zip Code]

Please call me if you have any questions.

Sincerely,

[Your Name]