**Security Deposit Return Request Form**

**[Date]**

|  |  |
| --- | --- |
| Address: |  |
| Apartment No: |  |

**Dear [NAME HERE]:**

I am a tenant of yours at [address of the rental unit]. Because you accepted a security deposit from me on \_\_\_\_\_\_\_\_\_ (date) of \_\_\_\_\_\_\_\_\_ dollars [amount of security deposit], I have vacated the said apartment due to personal reason and requesting the return of my security deposit for the apartment indicated above.

|  |  |
| --- | --- |
| Vacating Date: | DD/MM/YYYY |
| Amount to be returned: | $ |

**Please forward the security deposit to the following address**

[Street Address, City, ST ZIP Code]

[phone number] | [website address]

*Note: Checks can be made payable to the tenant(s) of record.*

[Tenant’ Name]

Resided: [Street Address, City, ST ZIP Code]

|  |  |  |
| --- | --- | --- |
| Signature: |  |  |

**Additional Note/Comment**

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Form prepared by: wordexceltemplates.com