

[From]

[Address]

[Date]

To,

[Mention designation of recipient]

Sub: Letter to Claim Security Deposit

Dear sir/madam,

I have a reason to write this letter to you and it is asking for the security deposit of \$[amount] for the property that I had stayed at [property address] for the last [time span] years as a tenant. As per the matter mentioned in the agreement dated [mention date] , I was supposed to receive the security amount of \$ [amount] to my bank account whose number is [bank account number] on the day of vacating the house.

I had vacated the place on [mention date].I would like to inform you that I had vacated the place on time, and yet I have not received the security deposit on time. I am really sorry to say that I had not even heard from you ever since I left the property owned by you.

I have been paying the rent sincerely on time. Before vacating the house, I had got the property cleaned by the cleaner.

I had followed all the terms and conditions sincerely and with diligence.

I had never damaged the property. It had not been expected from you as a landlord that you will not be sending the security deposit of \$[amount] on time.

I had been trying to call you after the day of vacating the house, but your phone does not seem to work. I am quite confused and I am not also getting time to visit your house because of the work pressure.

Please let me know further about when you will be transferring the security deposit to my bank account. For your better understanding, I have attached all the necessary documents along with this letter.

Please check the documents and kindly send the money as soon as possible..

Please contact me soon.

If you have any query for anything then you can contact me on [contact number] or send me an email at [email id].

Thanking You,

Yours Sincerely,

[name of person]

[date]