

# Sample Security Deposit Request Letter

Use this template as a guide to write a security deposit request letter to notify your landlord or property management company.

To:

[Landlord Name]

[Landlord Address]

[Landlord Email]

[Landlord Phone Number]

[Date of Delivery]

Re: Request for Return of Security Deposit

Include your landlord's name and **at least one** way to contact them.

This should be the date you plan to **deliver** this notice to your landlord.

This date is the move-out date you agreed to in writing or verbally.

If you have a lease, check it to confirm the correct date. This is not the day you physically moved out.

For example, if your lease ends on the 31st but you moved out on the 29th, you should write the 31st.

Dear [Landlord Name],

I am writing to request that you return my security deposit as required per Louisiana law. I moved out on [Month Day, Year], which was the official end of my tenancy at [Street Address,

**Apartment Number, City, State, and Zip Code].**

According to the law, you have 30 days from the end of my tenancy to either return my full deposit or send me a written explanation of any deductions by [Month Day, Year] (See La. R.S 9:3251).

This date should be 30 days after the date you wrote above.

It marks the deadline for your landlord to return your security deposit or itemized list, which is due within 30 days after the official end of your tenancy.

As of today, I have not received the deposit or written itemized explanation. The full security deposit amount is **[Security Deposit Amount]**. I have complied with the legal requirements by providing you proper notice of move-out and a forwarding address to return my security deposit. (See La. R.S 9:3251 & La. C.C. art. 2728).

- Please send the deposit to the forwarding address that was provided in the move-out letter.
- Please send the deposit via banking/money app to username/phone number.

Thank you for your attention to this matter.

Sincerely,



[Your Printed Name]

Sign the letter and write your name clearly underneath.

These are two common options to receive a deposit.