

To Whom It May Concern:

On _____, I vacated apartment number managed by your company at _____ . Before vacating the apartment, I met with a representative of complex , who inspected the apartment.

According to the terms of the lease, I met all requirements for the return of the security deposit. I gave 30 days written notice of my intent to vacate, occupied the apartment for the entire lease term, paid all rent according to the terms of the lease, left a forwarding address, and left the apartment in clean and satisfactory condition.

According to the terms of the lease, it is your responsibility to return the security deposit or furnish an itemized statement within 30 days of move-out. Please check your records to see if an oversight has occurred.

Thank you for your assistance in this matter.

Sincerely,