

Date: \_\_\_\_\_

Landlord \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

**Re: Security deposit return for tenancy at** \_\_\_\_\_  
*(rental unit address)*

Dear \_\_\_\_\_:

I have been a tenant at \_\_\_\_\_, Berkeley, CA 94\_\_\_\_ since \_\_\_\_\_.

As you are aware, I am permanently vacating this unit on \_\_\_\_\_.  
I am requesting the return of my security deposit, in the amount of \_\_\_\_\_. Please forward a  
check to me at \_\_\_\_\_.  
*(address)*

Thank you for your attention to this matter.

Sincerely,

\_\_\_\_\_