

Template - Letter for the return of the rental deposit

[First name and Last name]
[Full address]
[Postal code, City]

To the attention of [Landlord / Agency name]
[Full address]

Done at [City], on [Date]

Subject: Request for the release of the rental deposit

Dear Sir or Madam,

On [end of lease date], I vacated the property located at [property address], and the exit inspection report was signed on [date].

As no damage or deficiencies were found, I kindly request the full release of the rental deposit in the amount of [amount in euros].

Please transfer this sum to the following account:
IBAN: [your IBAN] – Account holder: [your full name]

I kindly ask you to make the transfer within a reasonable time (maximum 30 days).

Sincerely,
[Signature]