

DATE\_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: \$\_\_\_\_\_Security/Pet Deposit(s)

I/We moved out of the premises located at \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_.

I/We have received a partial security deposit refund of \$\_\_\_\_\_ and an itemization of deductions. I/We believe that the following deductions you made from the security deposit were improper: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Even if you do not agree that your deductions were improper, I/we contend that you have withheld the security deposit in bad faith because you failed to return the security deposit and/or forward the itemization of deductions within thirty (30) days after I/we vacated and gave you notice of forwarding address. I/We now demand that you forward to me/us the remainder of the deposit to the following address: \_\_\_\_\_

\_\_\_\_\_

I/We have not yet cashed the check in the amount of \$\_\_\_\_\_ that you sent in partial refund of the security deposit. I/We will cash the check after \_\_\_\_\_ without waiving any of my/our claims for the remainder of the deposit.

If I/we do not receive the remainder of the deposit within ten days, I/we intend to file suit to recover three times the portion of wrongfully withheld deposit, plus \$100.00, plus reasonable attorney's fees and court costs as allowed by Section 92.109 of the Texas Property Code.

Signed: \_\_\_\_\_

Certified Mail/Return Receipt Requested **or** Hand Delivered