

Date

To (Landlord/Property Manager)

Address

City, State, Zip

Re: Security Deposit Refund Request

To Whom It May Concern:

I/We vacated the premises located at _____
Street/Apartment City State Zip

on _____.
(mm/dd/yyyy)

I/We did not receive an itemization of deductions. I/we contend that you have withheld \$_____ of the security deposit. I/we contend that you have withheld the security deposit in bad faith because you failed to return the security deposit and/or forward an itemization of deductions within thirty (30) days after I/we vacated the premises and provided you with a forwarding address.

I/We now demand that you forward the full deposit to me/us at the following address:

Street/Apartment City State Zip

If I/we do not receive the deposit and the deposit within ten (10) days of receipt of this letter, I/we intend to file suit to recover three (3) times the portion of wrongfully withheld deposit, plus \$100, plus reasonable attorney's fees and court costs, as allowed by Section 92.109 of the *Texas Property Code*.

Even if you do not agree that these 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 an itemization of deductions within thirty (30) days after I/we vacated the premises and provided you with a forwarding address.

Sincerely,

Your Name
Permanent Mailing Address
City, State, Zip

Certified Mail/Return Receipt Requested