

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 received an itemization of deductions.

However, 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. 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. If I/we do not receive the remainder of the deposit within ten (10) days, 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*.

Sincerely,

\_\_\_\_\_  
Your Name  
Permanent Mailing Address  
City, State, Zip

*Certified Mail/Return Receipt Requested*