

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 my/our security deposit.

I/We now demand that you forward the amount of \$_____ (*the total amount of the deposit as agreed upon in the lease*) to me/us at the following address _____
Street/Apartment City State Zip

If I/we do not receive an itemization of the deposit and the deposit owed in full 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