

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 a partial security deposit refund of \$_____ and an itemization of deductions. I/We believe the following deductions from the security deposit were improper:

I/We now demand that you forward the amount of \$_____ (*the sum of the improper deductions listed above*) to me/us at the following address _____
Street/Apartment City State Zip

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 (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