

Date: \_\_\_\_\_

Certified Mail, Return Receipt Requested

# \_\_\_\_\_

\_\_\_\_\_  
(Landlord Name)

\_\_\_\_\_  
(Landlord Address)

\_\_\_\_\_  
(Landlord city, state, zip)

Greetings:

As you are aware, I placed a security deposit with you when I leased a property from you. I have since vacated the property. However, you have either not returned the deposit or have made improper deductions from it. Please send the balance of my deposit, together with a written description and itemized list of all deductions, to the following address:

\_\_\_\_\_  
(Address to send balance of deposit & accounting)

Under Texas law, a landlord is required to return a security deposit, together with a list and explanation of any deductions, within 30 days of the end of the lease. A landlord is not allowed to deduct from the deposit for normal wear and tear. A tenant's rights in this regard may not be waived, and nothing in this letter should be taken as a waiver of any rights or deadlines. If you have questions about your obligations regarding the security deposit, you should review Subchapter C of Chapter 92 of the Texas Property Code.

Sincerely,

\_\_\_\_\_  
(Tenant Signature)

\_\_\_\_\_  
(Printed Name)