Former Tenant’s Full Name

Name of Apartment / Rented Property

123 Anywhere Street

San Marcos, TX 78666 *Via Regular Mail and CMRRR*

12/12/2018

Re: Untimely Return of Security Deposit

To Whom It May Concern:

I was a tenant at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of apartment complex / leased property). I live in apartment number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I vacated the apartment on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

More than thirty (30) days have passed since I vacated the apartment. You have not sent me an itemized list of damages or costs yet. According to the Texas Property Code section, you owe me $100 plus three times the amount of the security deposit I paid you.

Please make payment of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to me via certified check or money order and mail it to the following address:

**Former Tenant’s Full Name**

**Name of Apartment (if any)**

**Street Address**

**City, State, Zip Code**

Regards,

***Former Tenant Signature***

Former Tenant’s Full Name

Attachment: Texas Property Code Sections 92.103 and 92.109

CC: Name of the Whomever Needs to Receive This Letter; Quicksilver Street, Suite 456; City, State, Zip Code