Name of Sender
Address of Sender
City, State, Zip Code

DATE

Name of Defendant
Address of Defendant
City, State, Zip Code

Dear Name of Defendant:

I rented your house at ADDRESS for three years and always paid my rent on time. I have maintained the property well and there were no damages when I vacated on DATE.

​You signed a statement that the house is in good condition and that you would be refunding the $2,500 deposit in full that I gave on DATE. It has been three months and you have not sent me either cash or a check for the amount.

I am requesting you to give me the full deposit by the end of next week on DATE. If it is not returned to me on or before that date, I will take the issue to small-claims court.

I have enclosed copies of all of my rental receipts, the deposit receipt and the letter you signed stating that you would return my deposit in full.

If you have any questions, I can be reached at Phone Number or Email Address.

Sincerely,
​
Signature of Sender
Printed Name of Sender
List of Enclosures: Rental Receipts, Deposit Receipt and Signed Deposit-Return Letter

By Andre Bradley