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