

# Subject: Dispute over Deposit Refund

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Rental Service Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Rental Service Company Name],

I am writing to formally dispute the withholding of my security deposit for the rental property located at [Rental Property Address]. I vacated the premises on [Date of Move Out] and expected to receive my full deposit refund of [Amount] within the stipulated time as per our rental agreement.

Despite my multiple attempts to communicate regarding the return of my deposit, I have not received the funds or a detailed explanation for the deduction made. According to our agreement, there were no damages or excessive cleaning required, and I left the property in satisfactory condition.

Please review this matter urgently and send the deposit refund to my address listed above by [Set a deadline, e.g., two weeks from the date of this letter]. If I do not receive the refund or a response within this timeframe, I will be forced to consider further actions to recover my deposit, including filing a complaint with the appropriate authorities.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]