

SAMPLE

September 2, 2026

To: Burnside Holdings LLC

Re: Return of holding / application deposit — 118 SE Morrison Street, Unit 4B, Portland, OR 97214

I am writing to request the return of the holding or application deposit I paid in the amount of \$750.00 on August 12, 2026 in connection with the dwelling at 118 SE Morrison Street, Unit 4B, Portland, OR 97214.

The unit was to be held for me through August 26, 2026. I did not sign a lease. I am not a tenant of this property. The payment was a holding or application deposit, not rent and not a security deposit under a signed lease.

Paid by Venmo to the listing agent. Unit was then leased to someone else. No written lease was ever sent.

Please return \$750.00 in full within 14 days of this letter, that is by September 16, 2026. Send the refund to me at the address or payment method on file from the original payment, or contact me to arrange another method. If you believe you may keep any part of this money, put the legal basis in writing and attach the receipt.

I am sending this by email and will keep a copy. I can also send a paper copy by certified mail. This letter is a personal request for the return of my money. It is not a court filing.

Sincerely,

Jordan Hale

jordan.hale@example.com

NOT LEGAL ADVICE

HoldFeeBack is a filled personal letter, not legal advice, not a court filing, and not the product of a law firm. It does not create an attorney-client relationship. Holding-deposit rules vary by state and by the paper you signed. This letter does not promise a refund or a legal outcome.

What happened

Applicant	Jordan Hale
Property	118 SE Morrison Street, Unit 4B, Portland, OR 97214
Paid to	Burnside Holdings LLC
Amount paid	\$750.00
Date paid	August 12, 2026
Hold promised until	August 26, 2026
Lease signed?	No
Return requested by	September 16, 2026

Copies to attach

- ☐ Payment receipt (Venmo, Zelle, cashier’s check, card, cash receipt)
- ☐ Listing or hold agreement that described the fee
- ☐ Texts or emails about the hold, the unit, or the refund
- ☐ Proof this letter was sent (email sent folder or certified-mail receipt)

Proof of send

Email / certified mail / other: _____

Tracking or message id _____ Date sent _____ Time _____

Paste this into an email

Subject: Request to return holding deposit of \$750.00 — 118 SE Morrison Street, Unit 4B, Portland, OR 97214

Hello Burnside Holdings LLC,

Please return the holding / application deposit of \$750.00 that I paid on August 12, 2026 for 118 SE Morrison Street, Unit 4B, Portland, OR 97214. I did not sign a lease.

I ask that you send the full amount by September 16, 2026. The signed letter is attached. I will keep a copy of this email.

Thank you,
Jordan Hale
jordan.hale@example.com

HOW TO USE THIS PACKET

1. Attach page 1 as a PDF. 2. Attach your payment receipt and any hold messages. 3. Send the email. Fill the proof-of-send lines on page 2. 4. Keep everything. This is not legal advice and not a court form. If the amount is large or a deadline is close, talk to a local tenant hotline or a lawyer. Rules on application and holding deposits differ by state.