

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Landlord or Property Manager Name]  
[Address]

**RE: Proposal for Mediation regarding Security Deposit for [Property Address]**

Dear [Landlord/Property Manager Name],

I am writing to follow up on our previous correspondence regarding the return of my security deposit for the property located at [Property Address]. To date, we have been unable to reach an agreement concerning the [deductions made / failure to return the funds].

In an effort to resolve this dispute fairly, efficiently, and without the need for formal litigation in Small Claims Court, I would like to propose that we engage in professional mediation. Mediation offers a neutral environment where we can discuss our perspectives and reach a mutually acceptable compromise with the help of a third-party mediator.

I suggest using [Name of Mediation Service/Local Community Dispute Resolution Center]. I believe this process will be significantly faster and less expensive for both parties than a court hearing.

Please let me know by [Date, e.g., 7 days from now] if you are willing to participate in mediation. If I do not hear from you by this date, I will proceed with filing a formal claim in court to recover my deposit.

I look forward to your positive response and to resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]