

SECURITY DEPOSIT – SAMPLE LETTER

FOR RENTERS WHO **DID** RECEIVE A WRITTEN STATEMENT WITHIN 30 OR 60 DAYS, BUT WHO **DO NOT AGREE** WITH LANDLORD’S CLAIMS FOR DAMAGES.

Rewrite the following sample letter (may be hand written or typed) detailing your own situation, then mail it to the person(s) who have retained your deposit.

NOTE: Send one copy, CERTIFIED Mail-Return Receipt Requested, to landlord and retain one copy for yourself.

DATE

Name of Landlord or Manager (or registered agent if owned by a corporation)
Address
City, State, Zip

Dear (Name of Landlord or Manager):

We _____, were the tenants at _____.
(name of tenants) (address)

from _____ until _____. \$.00 was paid by us as a damage deposit.
(beginning date) (ending date)

We have received your letter dated _____ and **do not agree with the deductions**
(date)

Listed for the following reasons;

Kindly send the full amount \$ _____.00 to us at the following address:

(Tenant’s new street address, apartment number, city, state & zip code)

Within seven (7) days of your receipt of this letter. If the full amount is not refunded, we intend to file suit and ask for treble damages, pursuant to Colorado Revised Statutes §38-12-103.

Sincerely,

Your name