

SECURITY DEPOSIT – SAMPLE LETTER

FOR RENTERS WHO **DID NOT** RECEIVE ANY WRITTEN STATEMENT FROM THE LANDLORD WITHIN 30 OR 60 DAYS OF MOVING OUT.

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 as a damage deposit.
(beginning date) (ending date)

It has been more than _____ days since _____.
(30 or 60) (ending date)

We have Neither received a written explanation nor the return of our deposit.

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