

Sample Letter Tenant's 7 Day Demand for Return of Security Deposit

Tenant's Name: _____

Address: _____

Date

Via Certified Mail*

Via 1st Class Mail, USPS

Landlord's Name

Address

Re: Return of Security Deposit

Dear _____ (Landlord's Name):

I was a tenant at _____ (address) from
_____ (move-in date) until _____ (move-out date). On or about
_____ (date) I paid a refundable security deposit in the amount of
\$ _____.

I am in receipt of your letter dated _____ regarding your refusal to return my security deposit. I believe you have wrongfully withheld all or some of my security deposit. Please return my security deposit in the amount of \$ _____ within (7) days of receipt of this letter. Please be advised that if the full amount is not refunded within (7) days, it is my intention to file suit under Colorado Revised Statute § 38-12-103, seeking treble damages, attorney's fees and court costs.

Sincerely,

Tenant's Signature

***NOTE TO TENANT:** To ensure that your landlord receives your letter, it is recommended that you send it via certified mail, so that you have proof of mailing, and 1st class mail in case your landlord doesn't retrieve the certified mailing. You may want to also hand-deliver a copy and/or send it via email. Of course, it is very important that you keep a copy of your letter and proof that you mailed the letter for your records.