

Tenant's Name  
Tenant's Address

Date

*Via Certificate of Mailing*  
Landlord or Manager Name  
Landlord or Manager Address

RE: Security Deposit

Dear \_\_\_\_\_:

We, (Names), were the tenants at (address) and we paid a damage deposit in the amount of \$\_\_\_\_.

We received your letter and we dispute the deductions listed for the following reasons:

(list reasons)

We demand reimbursement in the amount of \$\_\_\_\_. We prefer to resolve legal matters out of court, but be advised that we are prepared to pursue litigation if required in order to resolve this matter. If we file suit against you, we will seek all damages available under the law, including treble damages and attorney's fees if appropriate. You may send us a check in the amount of \$\_\_\_\_, written to (name) at (address). We will expect a response within seven days of your receipt of this letter.

Sincerely,

(Tenant's Name)

**Note: This is a sample letter. It is not legal advice. Consider consulting with an attorney before taking action. If you send a letter, you should send it certificate of mailing or certified mail return receipt requested, and be sure to keep a copy of the letter and proof that you mailed it. Filing a lawsuit involves risks, so you should consult with an attorney first.**