

Sample seven day demand letter to be sent to landlord by tenant who did not receive a written itemized statement of deductions from security deposit within deadline of thirty days of termination of tenancy (or whatever quantity of days is stated in lease, in no case to exceed sixty) or from surrender and acceptance of premises, whichever event occurs last.

***Type Your Return Address Here**

Date
Name of Landlord or Manager
(or Registered Agent if owned or managed by a Corporation)
Address
City, State Zip

Certified Mail:
Return Receipt Requested

Dear _____:

We _____ (name), _____ (name) were tenants at
_____ (address) from _____ (date) to _____ (date).
\$ _____ was paid by us as a damage deposit.

More than thirty (or sixty, if allowed by the lease) days have passed since we terminated the lease and surrendered the premises, and we have received neither our security deposit nor any explanation for any amounts withheld. Under Colorado Revised Statute § 38-12-103 (2), your failure to provide a written statement within the required time works a forfeiture of all your rights to withhold any portion of the security deposit.

Kindly send the amount of \$ _____ to us at _____ (current mailing address) within seven (7) days of your receipt of this letter. If the amount is not refunded, we intend to file suit under Colorado Revised Statute § 38-12-103 (3), asking treble damages, court costs, and attorneys fees.

Sincerely,

*NOTE: Original sent certified mail, one copy sent regular mail, and one copy retained by tenant.