

SAMPLE LETTER

**SECURITY DEPOSIT DEMAND LETTER
For Renters who did receive a written statement within the
proper time after moving out.**

Send this letter "certified mail" to prove the manager actually received the letter. In order to send it "certified" simply go to your local post office and request this service. Make sure to keep a copy of both the letter and the certified mail receipt for your records.

Sent via Certified Mail, Return Receipt Requested

Date

Full Name (Owner/ Apts.)
Address (street, city, state, zip code)

Dear _____ (Manager's Name),

We, _____ (Tenant's Names), were tenants at _____ (old Address, City, State, Zip Code) from ____/____/11 (date of move-in) until ____/____/11 (date of move-out). We paid a security deposit of \$ _____.

We received your letter of _____ (date), and we do not agree with your charges. Please send \$ _____ (amount) to us at the address below within (7) days of receipt of this letter. If the full amount is not refunded within (7) days of receipt, we intend to file suit under **Colorado Revised Statute 38-12-103**, asking for treble damages in the amount of the (3) times the deposit, as allowed by law, plus court costs and attorney's fees.

Sincerely,

Signature)
Your Name
Current Address

09/20/2011