

SAMPLE LETTER

**SECURITY DEPOSIT DEMAND LETTER
(For Tenant who never moved in)**

Send the manager or landlord this letter by “certified mail, Return Receipt Requested” to prove when he 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.

Date

Apartments and/or Owners Name
Address

Dear (Manager’s/Owners Name),

We (_____ Tenant’s names), were to be tenants at _____ (OLD Address, City, State, Zip Code). A security deposit of \$ _____ (amount), was paid to you by us on _____ (date), but we never took possession of the property.

Therefore, please send the full security deposit of \$ _____ (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, we intend to file suit under **Colorado Revised Statute 38-12-103** asking for 3 times the deposit, as allowed by law, plus court costs and attorneys fees.

Sincerely,

(Signature)
Your Name
Current full Address