

SECURITY DEPOSIT DEMAND LETTER

[YOUR FULL LEGAL NAME] [YOUR ADDRESS]

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

[RECIPIENT S NAME] (Landlord / Property Manager) [RECIPIENT S ADDRESS]

Re: Demand for Return of Security Deposit — \$0.00

Dear [RECIPIENT S NAME]:

This letter constitutes a formal written demand for the return of the security deposit held by you in connection with [YOUR FULL LEGAL NAME]'s tenancy at the rental premises described below.

I. The Tenancy

[FACTUAL BACKGROUND DATES EVENTS AGREEMENT CONTEXT]

Upon vacating the premises, [YOUR FULL LEGAL NAME] left the unit in a clean condition, free of damage beyond ordinary wear and tear, and provided a forwarding address for return of the deposit. Despite these facts, you have failed to return the security deposit — or any itemized accounting for withholdings — within the statutory time period required by [STATE] law.

II. Amount Demanded

The amount of the security deposit wrongfully withheld is **\$0.00**, representing the full amount of the deposit paid at the commencement of the tenancy, together with any interest required by applicable law.

IV. Demand

You are hereby **DEMANDED** to tender the full sum of **\$0.00** to [YOUR FULL LEGAL NAME] at [YOUR ADDRESS] within **14 (fourteen) days** of receipt of this letter.

[SPECIFIC ACTION S DEMANDED PAY RETURN]

V. Consequences of Non-Compliance

If we do not receive compliance by the deadline, we will pursue all available legal remedies without further notice, including filing suit to recover the amount owed plus interest, costs, and attorneys' fees where permitted.

If the deposit is not returned within the deadline, [YOUR FULL LEGAL NAME] will file suit in the small-claims or civil court of the appropriate jurisdiction seeking: (i) the full amount of the deposit; (ii)

statutory multiple damages (where available, up to two or three times the deposit); (iii) pre-judgment interest; (iv) court costs; and (v) attorneys' fees where authorized by statute or lease.

VI. Preservation

You are directed to preserve all move-in/move-out inspection reports, photographs, videos, receipts, contractor invoices, and communications relating to the tenancy and the deposit. Spoliation sanctions may apply.

Sincerely,

[YOUR FULL LEGAL NAME]

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE