## SECURITY DEPOSITS – SAMPLE LETTERS

FOR RENTERS WHO **DID** RECEIVE A WRITTEN STATEMENT WITHIN 30 OR 60 DAYS, BUT WHO **DO NOT AGREE** WITH LANDLORD’S CLAIMS FOR DAMAGES.

**Rewrite** the following sample letter (may be hand written or typed) detailing your own situation, then mail it to the person(s) who have retained your deposit.

**NOTE: Send one copy, CERTIFIED Mail-Return Receipt Requested, to landlord and retain one copy for yourself**.



**DATE**

Name of Landlord or Manager (or registered agent if owned by a corporation) Address

City, State, Zip

Dear (Name of Landlord or Manager):

We , were the tenants at . (name of tenants) (address)

from until . $ .00 was paid by us as a damage deposit. (beginning date) (ending date)

We have received your letter dated and **do not agree with the deductions**

(date)

**listed for the following reasons;**

Kindly send the full amount $ .00 to us at the following address:

**(Tenant’s new street address, apartment number, city, state & zip code)**

within seven (**7**) days of your receipt of this letter. If the full amount is not refunded, we intend to file suit and ask for treble damages, pursuant to Colorado Revised Statutes §38-12-103.

Sincerely,

Your name Revised 9/2019