

[Law Firm Name]
[Law Firm Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

VIA [CERTIFIED MAIL / EMAIL]

[Landlord or Property Management Name]
[Address]
[City, State, Zip Code]

RE: Notice of Representation and Formal Demand for Return of Security Deposit

Tenant: [Former Tenant Name]
Property Address: [Rental Property Address]
Lease Term: [Start Date] to [End Date]

To [Landlord Name/Property Manager],

Please be advised that this firm has been retained by [Tenant Name] regarding a dispute over the security deposit held for the above-referenced property. Our client vacated the premises on [Date of Move-Out] and provided a forwarding address on [Date Provided].

As of the date of this letter, our client has [select one: not received their security deposit / received only a partial refund of \$_____]. Under [State/Local Statute], you were required to return the deposit or provide a detailed written itemization of deductions within [Number] days of the termination of the tenancy.

We have reviewed the records provided by our client and find the following issues:

- [Issue 1: e.g., Failure to provide an itemized list of damages within the legal timeframe.]
- [Issue 2: e.g., Withholding funds for normal wear and tear, which is prohibited by law.]
- [Issue 3: e.g., Excessive or unsubstantiated charges for cleaning/repairs.]

On behalf of our client, we hereby demand the immediate return of the full security deposit in the amount of \$[Amount Owed].

Failure to remit payment within [Number, e.g., 10] business days of receipt of this letter will result in our firm taking further legal action. Please be aware that under [State Statute], the court may award our client [e.g., double or triple] the amount of the deposit, plus reasonable attorney fees and court costs, for the wrongful withholding of a security deposit.

Payment should be made via check payable to "[Law Firm Name] Trust Account" and mailed to our office address listed above.

Please direct all future communications regarding this matter solely to this office.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]