

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Court Name]  
[Court Address]  
[City, State, Zip Code]

Re: Filing of Complaint - [Your Name] vs. [Landlord/Property Manager Name]

To the Clerk of the Court:

Please find enclosed the original and [Number] copies of a Complaint for the recovery of a security deposit regarding the property located at [Rental Property Address].

Also enclosed are the following items:

- A check in the amount of \$[Amount] for the required filing fee.
- A copy of the original Lease Agreement.
- A copy of the Security Deposit Demand Letter previously sent to the Defendant.
- [List any other evidence, e.g., photos, receipts, or move-out inspection reports].

Please file the Complaint and return a file-stamped copy to me in the provided self-addressed, stamped envelope.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]