

[Your Name/Company Name]
[Your Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Re: DEMAND FOR RETURN OF SECURITY DEPOSIT

Dear [Landlord's Name],

This letter serves as a formal demand for the return of the security deposit paid for the commercial premises located at: [Insert Property Address].

My lease for the aforementioned premises expired on [Lease End Date] and I vacated the property on [Date Vacated]. As per the terms of our lease agreement dated [Date of Lease Signing], I am entitled to the return of my security deposit in the amount of \$[Insert Amount].

To date, it has been [Number] days since the termination of the lease and the keys were returned, and I have not yet received my deposit or an itemized statement of deductions. Under [Insert State/Local Law or Specific Lease Clause], you are required to return the deposit within [Number] days.

Please send the full amount of \$[Insert Amount] to the following address within [Number, e.g., 10] business days of the receipt of this letter:

[Your Name/Company Name]
[Mailing Address]
[City, State, Zip Code]

Failure to return the deposit by this date will leave me with no choice but to pursue legal action to recover the funds, which may include claims for interest, court costs, and attorney fees.

Sincerely,

[Your Signature]

[Your Printed Name/Title]