

URGENT LEGAL MATTER

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

[Date]

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

Re: Formal Demand for Return of Security Deposit

To [Landlord Name],

Please be advised that this office represents [Tenant Name] regarding the lease agreement for the property located at [Rental Address], which was vacated on [Move-out Date].

As of this date, more than [Number of Days] days have passed since our client surrendered the premises and provided you with a forwarding address. To date, our client has not received the security deposit in the amount of \$[Amount], nor has a written itemized statement of deductions been provided.

Under [State/Local Law Section], you are required to return the security deposit or provide an itemized list of lawful deductions within [Legal Deadline] days. Failure to comply with these statutory requirements may result in you being held liable for up to [Double/Triple] the amount of the deposit, plus court costs and attorney fees.

Demand is hereby made for the immediate return of the full security deposit in the amount of \$[Amount]. Please remit payment in the form of a certified check made payable to "[Law Firm/Client Name]" and send it to our office address listed above no later than [Deadline Date].

If payment is not received by the aforementioned date, we are instructed to initiate formal legal proceedings against you to recover the deposit and all applicable statutory damages without further notice.

Sincerely,

[Attorney Signature]
[Printed Name]

CC: [Tenant Name]