#### FOR RENTERS WHO **DID NOT** RECEIVE ANY WRITTEN STATEMENT FROM THE LANDLORD WITHIN 30 OR 60 DAYS OF MOVING OUT.

**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 as a damage deposit. (beginning date) (ending date)

It has been more than days since \_\_\_ .

(30 or 60) (ending date)

**We have Neither received a written explanation nor the return of our deposit.**

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 as for treble damages pursuant to Colorado Revised Statutes §38-12-103.

Sincerely,

Your name Revised 9/2019