YOUR NAME
YOUR NEW ADDRESS
CITY, STATE, ZIP

TODAY'S DATE

LANDLORD'S NAME
LANDLORD'S ADDRESS
CITY, STATE ZIP

Dear Mr./Ms. **NAME OF FORMER LANDLORD**:

I am a former tenant who resided at your property, located at **FULL ADDRESS OF FORMER UNIT** from **MOVE IN DATE** to **MOVE OUT DATE**. When I moved into your property in **MOVE IN MONTH, YEAR**, I paid you $ **TOTAL AMOUNT OF SECURITY DEPOSIT PAID** as a security deposit. Although I moved out of your property on **MOVE OUT DATE** and left the property in a clean condition, you have not returned my security deposit, nor have you provided me with a detailed accounting of the deductions from my security deposit.

California law requires landlords to return a tenant's security deposit, with a detailed inventory of any amounts withheld, within 21-days after a tenant moves out. Cal. Civ. Code § 1950.5(g). Improper retention of the security deposit by a landlord subjects that landlord to liability for statutory damages of twice the amount of the security deposit. Cal. Civ. Code § 1950.5(l).

At this time, I request that you immediately return the $ **AMOUNT OF DEPOSIT NOT RETURNED** deposit still owed to me. You can send this payment to the address listed above. If I do not receive a response from you within seven days, I will be forced to take further legal action.

Thank you for your attention to this matter.

Sincerely,

SIGNATURE OF TENANT

PRINTED NAME OF TENANT

_____

_____

_____

Date: _____

_____

_____

_____

_____

Dear Mr./Ms. _____:

    I am a former tenant who resided at your property, located at _____ _____ from _____ to _____. When I moved into your property in _____, I paid you $_____ as a security deposit. Although I moved out of your property on _____ and left the property in a clean condition, you have not returned my security deposit, nor have you provided me with a detailed accounting of the deductions from my security deposit.

    California law requires landlords to return a tenant's security deposit, with a detailed inventory of any amounts withheld, within 21-days after a tenant moves out. Cal. Civ. Code § 1950.5(g). Improper retention of the security deposit by a landlord subjects that landlord to liability for statutory damages of twice the amount of the security deposit. Cal. Civ. Code § 1950.5(l).

    At this time, I request that you immediately return the $_____ deposit still owed to me. You can send this payment to the address listed above. If I do not receive a response from you within seven days, I will be forced to take further legal action.

    Thank you for your attention to this matter.

Sincerely,

_____

_____