

OPSPLY TEMPLATES

Security Deposit Demand Letter

Get your deposit back. This professionally written demand letter puts landlords on notice — and protects your rights if you need to escalate to small claims court.

\$19

One-Time

PDF

Ready to Send

~10 min

To Complete

CONTEXT

Landlords Are Required by Law to Return Your Deposit

Every U.S. state has laws requiring landlords to return security deposits — typically within 14 to 60 days of move-out. When they don't, you have legal recourse. The first step is a formal written demand letter.

14–60

Days landlords have to return deposit (varies by state)

2–3x

Penalty multiplier in many states for wrongful withholding

Step 1

A demand letter is required before filing in small claims court

Legal disclaimer: This template is provided for informational purposes only and does not constitute legal advice. Deposit return timelines and penalty provisions vary by state. Consult a licensed attorney if you are considering legal action.

WHAT'S INSIDE

Two Versions Included

Use the appropriate version based on how long ago you moved out.

VERSION A

Initial Demand

First contact requesting return within the state's legal deadline. Firm but not confrontational.

VERSION B

Final Notice

Explicitly cites state statute penalties and notifies of intent to file in small claims court.

Also Included:

- ✓ Itemized deduction dispute section — challenge invalid charges
- ✓ Move-out date and deposit amount confirmation
- ✓ Certified mail delivery instructions
- ✓ Small claims court filing guidance (overview)
- ✓ Record-keeping checklist (photos, receipts, correspondence log)

Security Deposit Demand Letter

[YOUR FULL NAME]

[Your Current Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[LANDLORD'S FULL NAME / PROPERTY MANAGEMENT COMPANY]

[Landlord's Address]

[City, State, ZIP]

Re: Demand for Return of Security Deposit

Former Rental Property: **[PROPERTY ADDRESS]**

Lease Term: [START DATE] – [MOVE-OUT DATE]

Dear [Landlord's Name],

I am writing to formally demand the return of my security deposit in the amount of \$_____, which I paid at the commencement of my tenancy at the above-referenced property.

I vacated the property on **[MOVE-OUT DATE]**, provided proper notice as required under our lease, and left the property in good condition consistent with normal wear and tear. [IF APPLICABLE: I also completed a move-out inspection with [NAME] on [DATE], at which time no significant damage was noted.]

As of the date of this letter, **[X] days** have elapsed since my move-out, and I have not received my deposit or any itemized statement of deductions as required by [STATE] law.

I request that you return my full deposit of \$_____ [OR: return \$_____ after the following agreed deductions: _____] within **14 days** of the date of this letter via:

☐ Check mailed to: [your current address]

☐ Electronic transfer to: [payment details]

Please be advised that failure to comply may require me to pursue additional remedies available under [STATE] law, which may include penalties of up to [2x/3x] the withheld deposit amount.

I hope we can resolve this matter promptly and without further action.

Sincerely,

[YOUR PRINTED NAME]

[DATE]



Sending Instructions

- ☐ Send via USPS Certified Mail with Return Receipt Requested
- ☐ Keep a copy of the letter and the tracking number
- ☐ Photograph the property on move-out day (timestamped)
- ☐ Log all email and text communications with landlord
- ☐ Note the state deadline for deposit return (look up your state)

More Renter Tools at Opsply

Get the full Landlord & Renter Bundle — 9 templates
covering every stage of the rental lifecycle.

LANDLORD & RENTER BUNDLE

\$79

All 9 personal real estate templates

opsply.com/templates →

Legal disclaimer: Templates are for informational purposes only and do not constitute legal advice. Consult a licensed attorney before execution.