

FOR RENTERS WHO DID NOT RECEIVE A WRITTEN STATEMENT WITHIN THIRTY
OR SIXTY DAYS

Type Your Return Address Here

Date

Name of Landlord or Manager
(or Registered Agent if owned or managed by a Corporation)

Address

City, State, Zip

Certified Mail:
Return Receipt Requested

Dear _____:

We, *(name of tenants)*, were tenants at *(complete address of dwelling)*, from *(begin date of lease)* to *(end date of lease)*. An amount of \$ *(security deposit amount)* was paid by us as a damage deposit.

More than thirty (30) (or sixty], if noted in the lease) days have passed since we terminated the lease and surrendered the premises, and we have received neither our security deposit nor any explanation for any amounts withheld. Under Colorado Revised Statute § 38-12-103 (2), your failure to provide a written statement within the required time works a forfeiture of all your rights to withhold any portion of the security deposit.

Kindly send the amount of \$ *(security deposit amount)* to us at *(current mailing address)* within seven (7) days of your receipt of this letter. If the amount is not refunded, we intend to file suit under Colorado Revised Statute § 38-12-103 (3), asking treble damages, court costs, and attorneys' fees.

Sincerely,

Your Name (s)

*Note: Original sent certified, one copy sent regular mail, and one copy retained by tenant.