

Sample Letter: Request for Refund of Security Deposit

March 10, 2017

123 Ocean Street
Santa Cruz, CA 95060

Re: Return of Security Deposit

I am writing to request that you return my security deposit as required under California Civil Code §1950.5.

I vacated the premises at 111 Ocean View Lane, Santa Cruz, CA on December 15, 2016. Pursuant to Cal. Civ. Code §1950.5, you were required, by January 5, 2017, to refund my security deposit and/or provide an itemized statement listing any amounts you have withheld.

As of today, I have not received my security deposit or an itemized statement.

If you do not return my security deposit by March 20, 2017, I will proceed with a small claims action to recover the entire amount of my deposit.

You may also be responsible for damages up to two (2) times the amount of the security deposit for illegally withholding my security deposit. I retain the right to seek additional damages up to the amount allowed by law in a small claims proceeding.

If you wish to discuss this matter, I can be reached at the address and telephone listed below.

Sincerely,

Signature

Tom T. Tenant
363 Google Lane
Mountain View, CA 94040
(telephone: (831)555-1234)