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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

Dear Mr. Woods:

As you know, until January 31, 20XX, I resided in Apartment #9B at 37 Dunn Street and regularly paid my rent to your office. When I moved out, after giving you 30 days' written notice, I left the apartment cleaner than it was when I moved in. I was also paid up in my rent and I gave you my new address.

Under California law, you had 21 days after I vacated the apartment to return my security deposit. As of today, I have received neither my $1,500 security deposit nor any accounting from you for that money. You are now over a week late returning my deposit. Please be aware that I know about my rights under California Civil Code Sec. 1950.5, and that if I do not receive my money by March 10, I will take this matter to small claims court. And if I am compelled to do this, I will sue you for my $1,500 deposit, plus additional punitive damages allowed under state law.

Please mail my deposit immediately to the address below. If you have any questions, please contact me at the number below.

Very truly yours,

Leon Hernandez

75 Maple Road

Sacramento, CA 00000

555-376-9997