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

**[LANDLORD]**

**[STREET ADDRESS]**

**[CITY], [STATE] [ZIP]**

Re: **[FORMER TENANT]**& Your Violations of Minnesota Statutes Chapter 504B

Dear **[LANDLORD]**

This firm represents **[FORMER TENANT]** in the above referenced matter. As you know, **[FORMER TENANT]** rented your property at **[TENANT’S FORMER ADDRESS]**. **[FORMER TENANT]** provided you with his forwarding address on **[DATE]**, **[DATE]**, and **[DATE]**Upon receiving this notice on **[FIRST DATE]**, you had twenty-one (21) days to return his security deposit or furnish to him a written statement showing the specific reason for the withholding of the deposit or any portion thereof.

Under Minnesota Statutes Chapter 504B, **[FORMER TENANT]**is now entitled to seek the following amounts:

$**[XXXX]** security deposit

$**[XXXX]** statutory penalty for failing to return the security deposit

$**[XXXX]** statutory penalty for bad faith

Interest (which continues to accrue)

We are prepared to proceed with legal action, and in addition to seeking the amounts above, we will seek recovery of court costs and legal fees. Your exposure could be substantial.

**[FORMER TENANT]** would prefer to give you one last opportunity to settle this matter before proceeding with legal action. Accordingly, to fully settle this matter, send payment of $**[XXXX]** by **[DATE]** to

**[FORMER TENANT]**

**[STREET ADDRESS]**

**[CITY], [STATE] [ZIP]**

Sincerely,