Sample Letter: Request for Deposit Return

[Date]
[Landlord/ Manager’s Address]

Dear [Landlord/ Manager’s Name]:

When I moved out of your rental on [date]_____, the unit was returned to its original condition minus normal wear and tear. State law says that no tenant should be held responsible for normal wear and tear. I have not yet received my deposit or an itemized list of deductions from the deposit, as you are required to give me by law.

The Landlord Tenant Act ([RCW 59.18.280](https://apps.leg.wa.gov/statutes/cws/RCW%2059.18.280)) requires you to refund my deposit within 21 days after the day I moved out. If you fail to do this, you waive any rights to my deposit. Today’s date is [date], and I have received no word from you. Therefore, I will expect my full deposit in the amount of [$__] by [date of your choice]. If I do not receive my deposit by [date], I have the right to ask for twice my deposit amount in Small Claims Court.

Please mail $_________ without delay to the address below:

[Your address]

Sincerely,

[Your Name]

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