**Sending a Security Deposit Letter to Your Landlord**

These are step-by-step instructions for how to ask your landlord to return your security deposit money.

## Step 1: Write your letter.

Write a letter to your landlord requesting they return your security deposit. If you gave your landlord your forwarding address **within four days** of moving out, you can use the [Do-It-Yourself Letter to Landlord (Security Deposit)](https://michiganlegalhelp.org/node/519) to write your letter.

## Step 2: Sign your letter.

Sign the letter above your name at the bottom of the page. If you included other tenants in the letter, have them sign above their names at the bottom of the page.

## Step 3: Mail the letter.

Wait to send the letter until **30 days** after you move out. If it has already been 30 days, send it right away.

You can send it in **one of two ways**:

* By **certified** mail with a **return receipt**; or
* By **regular mail** (you will not receive any return receipt).

If you send by certified mail with a **return receipt**, you will get a receipt showing that your landlord got your letter. But, sending a letter this way can cause a **delay**before the landlord gets the letter. This is because the landlord, or someone who works for them, has to receive it in person. The mail carrier cannot leave it in the landlord's mailbox.

If you decide to send by certified mail, take the letter to the **post office** and fill out the forms for this kind of delivery. There will be an **extra charge**. Once your letter has been delivered, you will get a **green postcard** (the return receipt) in the mail.  **Keep that green postcard** as proof that your landlord got your letter.  
  
If your landlord **does not** accept the letter, the post office will mail it back to you. You should**keep** this returned letter in case you need to prove that you ***tried*** to send the letter to your landlord. You should also then **send another copy** of your letter to your landlord by regular mail.

## Step 4: If your landlord still does not return your deposit.

If your landlord **does not** return your security deposit within two weeks of getting your letter and it has been at least 45 days after you moved out, you can sue.

You can ask for two times the amount of the security deposit that your landlord kept. For example, if your landlord kept your whole deposit and your security deposit was $1,500, you can sue for $3,000. If your landlord kept $1,200 of a $1,500 deposit, you can sue for $2,400. Read [Going to Court to Get Your Deposit Back](https://michiganlegalhelp.org/resources/housing/your-security-deposit-what-it-and-how-get-it-back#going-to-court-to-get-your-deposit-back) to learn more about filing a lawsuit to get back what you are owed.