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Sample Letter Demanding Security Deposit. March 1, 20xx. Lee Woods 10 Howell Street Sacramento, CA 00000. 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. Send certified mail. Date: _____ (write date here) _____ (write name of person that wrote the bad check here) _____ (write address of person that wrote the bad check here) A sample seven day demand letter from a former tenant to a landlord, in response to retention of all or a portion of a security deposit. A demand letter is a document that gives formal notice that you are considering legal action. Most demand letters contain a demand for money or some other form of remedy.. Demand letters are typically written by attorneys. - Demand Letter Sample Legal