

Sample Letter

DATE: _____

Lee Landlord
123 Mold Street
Dollar, WA 98999

Certified Mail # _____

Dear Lee Landlord:

I was a tenant in your building at 115 N. Main Street, Dollar, Washington. I had to move on short notice when the City of Dollar declared the building unsafe to occupy.

The City of Dollar notified you about the building's code violations. Under the Residential Landlord-Tenant Act, you must pay me (*3 times monthly rent or \$2,000, *whichever is more**) \$_____ to help me move. You must also return my \$_____ security deposit, \$_____ prepaid rent for the month I had to move, and my last month's rent of \$_____.

Please mail a **certified check** for the entire amount of \$_____, made payable to me at my new address,

_____.

If I do not receive your check by (*date*) _____, I may file a lawsuit to recover my relocation assistance payment, security deposit, prepaid rent, and any actual damages that are more than the relocation assistance payment. If I win, you may also have to pay the costs of this lawsuit and my attorney fees.

Sincerely,

Your Signature
Your Printed Name
Your Address