

Demand Letter — Unreturned Tenancy Security Deposit (Individual to Business Landlord)

Sample document — not legal advice. This document was drafted by the LawCrew AI agent team and is published at lawcrew.ai/samples as a showcase of how our pipeline approaches a common Singapore Demand Letter scenario. **It is not legal advice and is not tailored to any specific transaction.**

LawCrew is a legal-technology service, not a law firm. For your own matter, run an intake through the product and engage an independent Singapore-qualified lawyer to review before signing.

Sample Demand Letter #02 · Agent-drafted end-to-end · Published 2026-05-27

27 May 2026

Crescent Property Management Pte Ltd 30 Cecil Street, #14-01, Prudential Tower, Singapore 049712 Attention: Samuel Tan Kok Wai, Leasing Manager

OPEN

Dear Samuel Tan Kok Wai,

Letter of Demand

We act on behalf of **Priya Nair Devakumar** (the "**Claimant**") and write to you in relation to the outstanding deposit refund described below.

1. The Claimant

Priya Nair Devakumar 82 Bukit Timah Road, #11-03, Sky Habitat, Singapore 229833

2. The Respondent

Crescent Property Management Pte Ltd 30 Cecil Street, #14-01, Prudential Tower, Singapore 049712 Attention: Samuel Tan Kok Wai, Leasing Manager

3. Summary of Claim

The Claimant rented a residential unit managed by the Respondent under a tenancy agreement that ended on 31 March 2026. The Claimant vacated the unit and relies on a joint handover inspection that purportedly recorded no damage, yet the two-month security deposit has not been refunded.

The amount fell due on 14 April 2026.

4. Factual Chronology

The following facts are based on the Claimant's records:

- **1 April 2024:** The Claimant entered a two-year tenancy and paid a security deposit of SGD 7,600 (two months' rent) to the Respondent. (*documentary record*)
- **31 March 2026:** The tenancy expired and the Claimant returned vacant possession; a joint handover inspection report signed by both parties recorded the unit in good condition with no deductions noted. (*documentary record*)
- **14 April 2026:** The refund period under the tenancy agreement allegedly expired without the deposit being returned. (*documentary record*)
- **2 May 2026:** The Claimant followed up by email; the Respondent replied that the refund was 'pending internal approval' but gave no date. (*direct communication*)

5. Amount Demanded

The Claimant hereby demands payment of **SGD 7,600.00** (the "**Outstanding Sum**").

6. Requested Action

The Respondent is requested to refund the full security deposit of SGD 7,600 to the Claimant's nominated bank account within the deadline.

7. Deadline for Response

We require your written response and payment of the Outstanding Sum on or before **10 June 2026** (being 14 days from the date of this letter).

8. Payment Instructions

Please remit payment to the Claimant's designated bank account: Bank: [Bank Name], Account Name: Priya Nair Devakumar, Account No.: [Account Number]. Please quote the reference numbers set out above in any payment or correspondence.

9. Reservation of Rights

The Claimant reserves all rights, including the right to commence legal proceedings to recover the Outstanding Sum, statutory interest, legal costs, and any other relief available under Singapore law, without further notice to you. Nothing in this letter constitutes a waiver of any such rights.

10. Governing Law

This matter is governed by the laws of the Republic of Singapore. The Claimant intends to refer any unresolved dispute to the Singapore courts.

Yours faithfully,

On behalf of **Priya Nair Devakumar**.