*[*[***Add your address***]

[***Add the date***]

[***Add your landlord’s address***]

Dear [***Add your landlord’s name***],

**Letter before action: Failure to return the balance of my deposit for** [***add address of property***]

I am the former [***delete one***: tenant/licensee] of the above address. My [***delete one***: tenancy/license] started on [***add date***] and ended on [***add date***].

I am writing concerning the deposit of [***add amount***] I paid to you on [***add date***] as a security against my obligations under the terms of my agreement.

I wrote to you on [***add date***] to request that you refund the balance of my deposit to me within 10 days. I attach a copy of my letter.

To date, only [***add amount***] of my deposit has been refunded to me.

I do not accept that [***delete one:*** the deductions/the following deductions] were reasonable.

[***List any unreasonable deductions and amounts***]

I therefore request that, within 14 days of receiving this letter, you pay me the balance of the deposit paid to you.

If I do not receive payment or a substantial response from you by [***add date allowing 14 days from receipt of your letter***], I will issue court proceedings in the county court without further notice. I reserve the right to include a claim for interest on the amount of the unreturned deposit. I will also be asking for an order to cover my costs.

I will be relying on the Court Civil Procedure Rules Practice Direction: Pre-action Conduct. I must therefore draw your attention to paragraph 4 concerning the court's powers to impose sanctions for failure to comply with the Practice Direction, and inform you that ignoring this letter before action may increase your liability for costs.

Yours sincerely

[***Add your name***]

Contact telephone number: [***Add your phone number***]