[***Add your address***]

[***Add the date***]

[***Add your landlord’s address***]

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

**Request for a deposit to be refunded for** [***add address of property***]

I am the former assured shorthold tenant of the above address, which you rented to me from [***add date***] to [***add date***].

The property has been left in good order and the rent was fully paid.

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

As the landlord you are responsible for returning the deposit, even if it was paid to a letting agent on your behalf.

Please refund the full amount of my deposit to me within 10 days of receipt of this letter.

[***if your deposit was protected***, ***add:*** In the event of any dispute about the amount to be returned, I propose we use the alternative dispute resolution (ADR) service of [***add name of tenancy deposit scheme***], who protected my deposit.]

I look forward to your prompt reply.

Yours sincerely

[***Add your name***]

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