[***Add your address***]

[***Add the date***]

[***Add your landlord’s address***]

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

**Request for return of balance of tenancy deposit for** [***add address of property***]

I am the former tenant of the above address, which you let to me on an assured shorthold tenancy starting on [***add date***]. My tenancy ended on [***add date***].

The property has been left in good order and the rent was fully paid to the end of my tenancy.

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.

I am concerned that only [***add amount***] of my deposit has been returned to me.

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

Please pay the balance of my deposit: [***add amount***]

If you do not intend to return the balance of my deposit, please confirm your reasons in writing. Please itemise and detail any financial losses you believe you have suffered, and enclose copies of any relevant receipts.

***If your deposit was protected, add***: You protected my deposit with [***add name of scheme***]. I propose we use their alternative dispute resolution (ADR) service to resolve our dispute if we cannot agree the amount to be returned.

I look forward to your reply within 10 days of receipt of this letter.

Yours sincerely,

[***Add your name***]

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