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| --- | --- |
| [Tenant Name][Tenant Address][Tenant Email] [Tenant Telephone] |  |
|  | [LandlordName][LandlordAddress] |

[Date]

Dear [Landlord’s / Agent’s name],

|  |
| --- |
| Re: Disputed deductions from a rent deposit for[Property Address] |

I am writing about the deposit I paid for the above address. I am concerned that you retained [add amount] of my deposit.

I accept and am prepared to pay for the following: [add items if any or delete line if not relevant].

However, I do not accept liability for and am not prepared to pay for the following:

[add items such as missing items, damage to the property, cleaning expenses etc].

This is because [give reasons why you don’t think they should charge eg you cleaned the property to a professional standard yourself]

I enclose [include any evidence you have eg inventory showing items weren’t missing or remove line]

Please pay the remaining amount of [add amount] to me. If you are not prepared to do so, please confirm your reasons in writing.

If I do not receive the amount outstanding within 10 days, I regret that you will leave me with no alternative but to take court action to recover the deposit.

Yours sincerely

[Tenant Name]

[Tenant Signature]