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

[Date]

Dear [Landlord’s / Agent’s name],

|  |
| --- |
| Letter before action: Failure to return deposit |

I am the former assured shorthold tenant of the property located at

[rented property address].

My tenancy started on [tenancy start date] and ended on [tenancy end date].

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

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

I wrote to you on [add date] to request that you refund the full amount of my deposit to me within 10 days.

To date, my deposit has not been refunded. I therefore request that, within 14 days of receiving this letter, you pay me the sum of [deposit amount] being the amount of the deposit paid to you.

In my previous letter, I proposed that we use the alternative dispute resolution (ADR) service to resolve the dispute over the return of my deposit. You [delete one: did not reply/refused].

If I do not receive payment or a substantial response from you by [date +14 days] 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 court rules for pre-action conduct that say you may have to pay more in costs if you ignore this letter.

Yours sincerely,

[Tenant Name]

[Tenant Signature]