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

[Date]

Dear [Landlord’s / Agent’s name],

|  |
| --- |
| Re: Deposits for [Property address] |

We vacated the above property on [date] and, as requested, returned all sets of keys to your letting agent on the same day.

We have fulfilled all of the contractual obligations set out in our tenancy agreement. We have paid all bills up to date and no damage has been caused to the property.

We would appreciate it if you could send a cheque for the deposit for £ [deposit amount] to [tenant name] at [tenant new address] within the next 10 days days.

If you are withholding our deposit, please write to us to explain exactly why you are doing so. Please detail any financial loss you feel that you have suffered and enclose receipts or estimates for any work that has been done/that you consider needs doing.

In case of a dispute, we propose that we use the alternative dispute resolution (ADR) service to resolve the dispute over the return of my deposit.

If we do not hear from you within five working days we shall assume that you are withholding our deposit unfairly and will therefore be applying to the small claims court to recover our money.

Yours faithfully,

[Tenant Name]   
[Tenant Signature]