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| --- | --- |
| [Tenant Name]  [Tenant Address]  [Tenant Email]  [Tenant Telephone] |  |
|  | [Landlord Name]  [Landlord Address] |

[Date]

Dear [Landlord’s / Agent’s name],

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| --- |
| Re: Request for a tenancy deposit to be placed with a deposit protection scheme for  [Property address] |

I am writing concerning the deposit I paid on [add date] for the above address, which you let to me on an assured shorthold tenancy starting on [add date].

I understand that my deposit should be protected with a government-backed scheme within 30 days and that you should give me information about this.

I have not yet received any information from you confirming that my tenancy deposit has been protected.

Please protect my deposit with a government-backed scheme without delay, if you have not already done so. Please confirm the scheme you use, the date you protected it, and a reference number.

I look forward to your reply within 14 days.

Yours faithfully,

[Tenant Name]

[Tenant Signature]