To **<landlord’s or letting agent’s name>**

I’m writing to ask you to return the £**<amount>** I was charged in relation to renting **<address>**. Attached is **<a receipt/bank statement/other proof that the fee was paid>**.

Under the Rent (Scotland) Act 1984, it's unlawful for landlords or letting agents to charge a premium for the granting or renewal of a tenancy.

As this charge was not for rent or a refundable deposit, it is unlawful. Please confirm that you will refund the money within 7 days.

If I do not hear from you, I will consider taking legal action to recover the money.

Thank you,

**<your name>  
<the date>**