**Your address**

**Date**

**Landlord/agent name**

**Landlord/agent address**

Dear **landlord/agent name**

I am writing to ask you to return the rest of my deposit for **previous address**.

My tenancy ended on **date**.

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

I paid a security deposit of **£xxx**. So far only **£xxx** has been returned to me.

Please pay the balance of my deposit: **£xxx**

If you do not intend to return this money, please explain your reasons in writing. Please list any financial losses and send any receipts or invoices.

You protected my deposit with **name of scheme**. I propose we use their dispute resolution service if we cannot agree on the amount to be returned.

I look forward to your reply within 10 days.

Yours sincerely

**Name**

**Phone number**