**[Your address]**

**[Date]**

**[Landlord/agent address]**

Dear **[landlord/agent name]**

I’m the former tenant of **[your previous address]**.

I’m contacting you about the refund of my tenancy deposit.

My tenancy ended on **[tenancy end date].**

The property has been left in good order and the rent was fully paid.

Please refund the full £**xxx** within 10 days of receiving this letter.

Yours sincerely

**Name**

**[Email address]**