[***Add your address***]

[***Add the date***]

[***Add landlord’s address***]

Dear [***Add landlord’s name***],

**Request for return of balance of deposit for** [***add address of property***]

I am writing concerning the deposit I paid for the above address on [***add date you paid deposit***].

I left the property on [***add date***]*.*

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

I am concerned that only [***add amount***] of my deposit has been returned to me.

As the landlord you are responsible for returning the deposit, even if it was paid to a letting agent on your behalf.

Please pay the balance of my deposit: [***add amount***]

If you do not intend to return the balance of my deposit, please confirm your reasons in writing. Please itemise and detail any financial losses you believe you have suffered, and enclose copies of any relevant receipts.

I look forward to your reply within 10 days of receipt of this letter.

Yours sincerely

[***Add your name***]

Contact telephone number: [***Add your phone number***]