[***Add your address***]

[***Add the date***]

[***Add your landlord’s address***]

Dear [***Add your landlord’s name***]

**Disputed deductions from a rent deposit for** [***add address of property***]

I am writing about the deposit I paid for the above address. I am concerned that you retained [***add amount***] of my deposit.

I accept and am prepared to pay for the following: [***eg £x for unpaid rent, missing items, damage to the property, £x for cleaning costs***]

I do not accept liability for and am not prepared to pay for the following:

[***eg unpaid rent, missing items, damage to the property, cleaning costs***]

This is because [***give reasons why you don’t think they should charge eg you cleaned the property to a professional standard yourself***]

I enclose [***include any evidence you have eg inventory showing items weren’t missing***]

Please pay the remaining amount of [***add amount***] to me. If you are not prepared to do so, please confirm your reasons in writing.

If I do not receive the amount outstanding within 10 days, I regret that you will leave me with no alternative but to take court action to recover the deposit.

Yours sincerely

[***Add your name***]

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