[***Add your address***]

[***Add the date***]

[***Add landlord’s address***]

Dear [***Add landlord’s name***],

**Request for a tenancy deposit to be placed with a deposit protection scheme for [*add address of property*]**

I am writing concerning the deposit I paid on [***add date***] for the above address, which you let to me on an assured shorthold tenancy starting on [***add date***].

I understand that my deposit should be protected with a government-backed scheme within 30 days and that you should give me information about this.

I have not yet received any information from you confirming that my tenancy deposit has been protected.

Please protect my deposit with a government-backed scheme without delay, if you have not already done so. Please confirm the scheme you use, the date you protected it, and a reference number.

I look forward to your reply within 14 days.

Yours sincerely

[***Add your name***]

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