[***Add your address***]

[***Add the date***]

[***Add your landlord’s address***]

Dear [***Add your landlord’s name***],

**Reminder – request for the return of a deposit for** [***add address of property***]

I wrote to you on [***add date***]asking for the return of my tenancy deposit, but have not had a reply to my letter.

I am repeating my request that you return the deposit of [***add amount***]that I paid for the accommodation at the above address.

I look forward to your reply and payment to cover the amount of the deposit I paid you.

If I do not receive your reply and payment within 10 days, 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***]