[***Add your address***]

[***Add the date***]

[***Add your landlord’s address***]

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

**Letter before action: Failure to return my deposit for** [***add address of property***]

I am the former assured shorthold tenant of the above address. My tenancy started on [***add* date**] and ended on [***add date***]*.* The property was left in good order and the rent was fully paid to the end of my tenancy.

I am writing concerning the deposit of [***add amount***] I paid to you on [***add date***] as a security against my obligations under the terms of my tenancy agreement.

I wrote to you on [***add date***] to request that you refund the full amount of my deposit to me within 10 days. I attach a copy of my letter.

To date, my deposit has not been refunded. I therefore request that, within 14 days of receiving this letter, you pay me the sum of [***add amount***] being the amount of the deposit paid to you.

In my letter of [**add date**], I proposed that we use the alternative dispute resolution (ADR) service to resolve the dispute over the return of my deposit. You [***delete one***:did not reply/refused].

If I do not receive payment or a substantial response from you by [***add date allowing 14 days from receipt of your letter***] I will issue court proceedings in the county court without further notice.

I reserve the right to include a claim for interest on the amount of the unreturned deposit.

I will also be asking for an order to cover my costs. I will be relying on court rules for pre-action conduct that say you may have to pay more in costs if you ignore this letter.

Yours sincerely

[***Add your name***]

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