*[*[***Add your address***]

[***Add the date***]

[***Add your landlord’s address***]

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

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

I am the former [***delete one***: tenant/licensee] of the above address. My [***delete one***: tenancy/license] started on [***add date***] and ended on [***add date***].

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 agreement.

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

To date, only [***add amount***] of my deposit has been refunded to me.

I do not accept that [***delete one:*** the deductions/the following deductions] were reasonable.

[***List any unreasonable deductions and amounts***]

I therefore request that, within 14 days of receiving this letter, you pay me the balance of the deposit paid to you.

If I do not hear from you or we are unable to come to a reasonable agreement by [***add date allowing at least 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 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***]