<INSERT YOUR ADDRESS & CONTACT DETAILS HERE>

<INSERT YOUR LANDLORD/LETTING AGENCY’S

CONTACT DETAILS HERE>

<INSERT THE DATE YOU SEND THE LETTER HERE>

Dear Sir/Madam

**<INSERT THE ADDRESS OF THE PROPERTY YOU ARE RENTING HERE>**

I write in relation to the above listed property which I have rented from you since <INSERT THE DATE YOU BEGAN RENTING THE PROPERTY HERE>.

I note that to date I have not yet received confirmation that you have protected my rental deposit in an approved tenancy deposit scheme.

As you should be aware, the law requires that you protect my deposit within 30 working days of the start of the tenancy.

Please would you let me know which tenancy deposit scheme is holding my deposit?

I look forward to hearing from you.

Yours sincerely

**<INSERT YOUR NAME AND TELEPHONE NUMBER HERE>**