

**LETTER ASKING SCHEME ADMINISTRATOR FOR CONFIRMATION THAT DEPOSIT IS PROTECTED - EXAMPLE**

- Cut and paste the text of the letter below into a new word document.
- Where there are square brackets, you are required to insert information, if prompted, or make a choice whether to include the words in square brackets or not.
- When sending, obtain a certificate of posting from the post office (free of charge) or send recorded delivery.
- Always keep a copy of your letter, and make a note of the deadline for response in your diary or on your calendar.

[Your name and current address here]

[Date of your letter here]

[Scheme administrator's name and address here]

Dear Sirs

**[ADDRESS OF THE PROPERTY YOU RENT(ED) HERE]**

**LANDLORD: [NAME OF LANDLORD HERE]**

**AGENT: [NAME OF AGENT HERE]**

I am the [former] tenant of the above property. My assured shorthold tenancy agreement is dated [date of agreement here].

On [or about] [date deposit was paid] I paid [name of agent or landlord] a deposit of [amount of deposit here] as security against my obligations in the tenancy agreement.

Please would you confirm whether my deposit is or was protected by the deposit protection scheme administrated by you. A reply within the next 14 days would be much appreciated.

Yours faithfully

[sign here]

[print your full name here]