Letter to landlord requesting deposit be protected

<Your current address
Your town/city
Your postcode>

<Date>

<Your landlord's address
Town/city
Postcode>

Dear *<your landlord's name>*,

Request for a tenancy deposit to be placed with a deposit protection scheme

I am writing concerning the deposit I paid for *<address of property>* on *<date>*, which you let to me/us on an assured shorthold tenancy starting on *<date>*.

I am informed that, within 30 days of a landlord receiving a deposit, tenancy deposits paid for an assured shorthold tenancy starting or renewed after 6 April 2007 should be protected with a government-backed scheme. Tenants should also be provided with details of the scheme used along with certain other information.

I have not yet received any information from you confirming that my tenancy deposit has been protected.

I therefore ask that you protect my deposit with a Government-backed scheme without delay, if you have not already done so. Please also provide me with the details of the scheme used and any other information required by law.

I look forward to your reply within fourteen days.

Yours sincerely

<Your signature and name>
Contact telephone number: <your number>