

Name: .....

Address: .....

E-mail/Phone: .....

Date: .....

To:

Landlord/Letting Agency/Agent Name: .....

Landlord/Letting Agency Address: .....

## Urgent Notice: Failure to Protect Tenancy Deposit

Dear .....,

I am writing regarding my tenancy at ..... It has come to my attention that my tenancy deposit, paid on.....in the amount of £....., has not been protected in an approved tenancy deposit protection scheme as required by law.

Under the **Housing Act 2004**, landlords are legally obligated to protect deposits **within 30 calendar** days of receipt. To date, **I have not received any evidence that my deposit has been protected**, nor the prescribed information.

**I respectfully request that you immediately:** Protect my deposit in a government-approved scheme (DPS, TDS, or MyDeposits), Provide me with the full prescribed information required by law,

Confirm these actions to me in writing within **14 days** of the date of this letter. Failure to comply may leave me no choice but to pursue a claim under Sections 213–214 of the **Housing Act 2004**. I hope we can resolve this matter swiftly and amicably without the need for formal legal proceedings.

Yours sincerely,

Name: .....

Signed:

*(I will keep a copy of this letter and proof of delivery.)*