

Sample letter 1

Ms Peacock
13 College Lane
Leeds

Mr A.N.Owner
24 The Street
Leeds

21st July 2002

Dear Mr Owner

Re: Deposits for 25 College Lane

We vacated the above property on the 30th June 2002. The house was left in a good condition, all our rent is paid in full and all the keys have been returned. Could you please send our deposit cheques (£200 each) to Ms Peacock, Mr Mustard, Ms White and Mr Green. All four cheques can be sent c/o Ms Peacock, 23 Waddington Road, Leeds.

Yours sincerely

THE TENANTS