

Sample letter 2

Ms Peacock
13 College Lane
Leeds

Mr A.N.Owner
24 The Street
Leeds

1st September 2002

Dear Mr Owner

Re: Deposits for 25 College Lane

We were very surprised and upset to only receive £25 each from our initial deposit payment of £200. There was no covering letter to explain why the deductions were made so we are at a loss as to why you have retained £700.

Could you please send a written breakdown, including all relevant receipts. We anticipate receiving your response within the next 14 days.

Yours sincerely

THE TENANTS