<INSERT YOUR ADDRESS & CONTACT DETAILS HERE>

<INSERT YOUR LANDLORD/LETTING AGENCY’S

CONTACT DETAILS HERE>

<INSERT THE DATE YOU SEND THE LETTER HERE>

Dear Sir/Madam

**<INSERT THE ADDRESS OF THE PROPERTY YOU ARE RENTING HERE>**

I write in relation to the above listed property which I have rented from you since <INSERT THE DATE YOU BEGAN RENTING THE PROPERTY HERE>.

Further to my previous enquiry on <INSERT DATE OF YOUR LAST LETTER/EMAIL HERE>, I note that I have yet to receive confirmation that you have protected my rental deposit in an approved scheme as required by the Tenancy Deposit Schemes (Scotland) Regulations 2011.

As you are aware, the aforementioned legislation requires that you protect my deposit within 30 working days of the start of the tenancy. Failure to do so may lead to legal action via the summary procedure which I understand permits me to apply to the court to award me up to three times the deposit amount in compensation from you.

I would therefore request that you make arrangements for my deposit to be lodged with an approved scheme without further delay and I look forward to your reply within the next 5 working days.

Yours sincerely

**<INSERT YOUR NAME AND TELEPHONE NUMBER HERE>**