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[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[LANDLORD’S NAME]

[LANDLORD’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [LANDLORD’S NAME]

**RE: FAILURE TO LODGE BOND – [TENANCY ADDRESS]**

I am writing about the bond I paid under our tenancy agreement. I understand you have not paid the bond to the Ministry of Business, Innovation, and Employment.

I request that you transfer the bond amount immediately.

I trust that this matter will be resolved. Thank you for your help.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]