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[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[LANDLORD’S NAME]

[LANDLORD’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [LANDLORD’S NAME]

**RE: REQUEST FOR COMPLETED BOND REFUND FORM – [TENANCY ADDRESS]**

I am writing to request that you refund the full bond to me.

The amount of the bond I paid at the beginning of the tenancy was:

[INSERT FULL BOND PAID]

Enclosed is the bond refund form for you to complete. Please return the form to me at the address above.

I look forward to hearing from you. Thank you for your help.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]