

Deposit Deduction Dispute Letter

Challenge Unfair Deposit Deductions and Request the Return of Your Money

If you believe your landlord or letting agent has made unfair deductions from your tenancy deposit, you have the right to request a detailed explanation and formally dispute the charges.

Use this template to challenge cleaning fees, damage claims, or other deductions that you believe are unreasonable or unsupported by evidence.

Date: _____

Tenant Name: _____

Current Address: _____

Email Address: _____

Phone Number: _____

Landlord / Letting Agent Name: _____

Agency / Company Name: _____

Address: _____

Subject: Formal Dispute of Deposit Deductions

Dear _____,

I am writing to formally dispute the deductions that have been made from my tenancy deposit for the property listed below.

Property Address

Tenancy End Date

Deposit Amount Paid

Amount Being Withheld

Deductions Being Disputed

Please list each deduction you are disputing:

Deduction 1

Description:

Amount:

Reason for Dispute:

Deduction 2

Description:

Amount:

Reason for Dispute:

Deduction 3

Description:

Amount:

Reason for Dispute:

Basis of My Dispute

I believe these deductions are unfair because:

- The alleged damage existed before my tenancy.
 - The issue is normal wear and tear.
 - The cleaning charges are excessive.
 - The claimed damage is unsupported by evidence.
 - The amount charged is unreasonable.
 - The inventory report does not support the claim.
 - I was not provided with sufficient documentation.
 - Other:
-
-

Evidence Provided

To support my position, I have attached:

- Move-in inventory report
- Move-out inspection report
- Photographs
- Emails and correspondence
- Cleaning receipts
- Professional contractor reports

Witness statements

Other supporting documents

Request for Resolution

I respectfully request:

A full refund of the disputed amount.

A partial refund of the disputed amount.

A detailed breakdown and supporting evidence for all deductions.

Amount Requested:

Request for Response

Please provide a written response within:

7 Days

14 Days

Other: _____

If this matter cannot be resolved directly, I reserve the right to pursue the appropriate deposit dispute resolution process or any other remedies available to me.

I trust this issue can be resolved promptly and fairly.

Thank you for your attention.

Yours sincerely,

Tenant Name: _____

Signature: _____

Date: _____

Tenant Record Section

Date Letter Sent

Method Sent

- Email
- Post
- Property Portal
- Other

Response Received

- Yes
- No

Response Date

Outcome

- Deposit Returned in Full
- Partial Refund Agreed
- Dispute Ongoing
- Escalated to Deposit Protection Scheme
- Other

Notes:

Important Reminder

Before disputing any deduction, gather as much evidence as possible, including move-in and move-out photographs, inventory reports, cleaning receipts, and written communication. Strong documentation significantly improves your chances of recovering your deposit and successfully challenging unfair claims.