**Registered and by regular mail**<your name>  
<your address>  
<postal code and town>

**To**<name of landlord or housing cooperative>  
<address>  
<postal code and town>

**Subject :** refund deposit<town, date>Dear sir/madam,  
Since <start date> have I rented a house on the <address> in <town>.  
  
When started a rental contract have I paid a deposit of <amount>.  
  
Meanwhile the rental contract is expired from <end date>. The rental contract states that you have to pay the deposit back within <period> after the rental contract has expired. Until now I haven’t received the deposit back from you.  
  
I herewith hold you in comtempt and I ask you to transfer the referred amount to the account number in the name of <name> in <town>. Moreover I lay claim to the legal interest from <date after 14 days> till you have paid.  
  
If you will not make the payment, I will be forced to take legal action against you. I hereby hold you accountable for all the costs that result from these actions.

I’m counting on the fact that you will fulfill your obligations. I expect your respond within five days after this letter has reached you.

Kind regards,  
  
  
  
  
<name and signature>