

**Date:** [Insert Date]

**To:** [Landlord or Letting Agency Name]

**Address:** [Landlord/Agency Address]

**Property Address:** [Insert Full Address of the Rental Property]

**Subject: Formal Notice of Deposit Severance and Release of Interest**

Dear [Name of Landlord or Agent],

We, the undersigned, are the joint tenants of the above-mentioned property under the tenancy agreement dated [Start Date of Tenancy].

This letter serves as formal notification that [Departing Tenant Name] will be vacating the property and removing their name from the tenancy agreement effective [Date]. The remaining tenant(s), [Remaining Tenant Name(s)], will continue the tenancy under a new or amended agreement.

Regarding the security deposit of [Total Deposit Amount] currently held under [Deposit Protection Scheme Name and ID Number]:

1. **Severance of Interest:** [Departing Tenant Name] hereby relinquishes all future claims to the deposit held for this tenancy.
2. **Release of Funds:** The parties have agreed privately on the reimbursement of [Departing Tenant Name]'s share. We request that the full deposit remains registered/protected in the name of the remaining tenant(s) or is re-protected as required by the new tenancy terms.
3. **Authorization:** [Departing Tenant Name] authorizes the Landlord/Agent to remove their name as a beneficiary of the deposit and acknowledges they will have no further right to claim against this deposit at the end of the tenancy.

We request that you update your records and the relevant Deposit Protection Scheme accordingly. Please provide written confirmation once this change has been processed.

Yours sincerely,

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**[Departing Tenant Name]**

Date:

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**[Remaining Tenant Name]**

Date:

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**[Landlord/Agent Acknowledgment]**

Date: