[Date]

[Your name]

[Your address]

[Lessor’s name]

[Lessor’s address]

Dear [Lessor’s name]

**Re: Lodgement of rental bond for the premises at [your address]**

I signed a residential tenancy agreement for the above premises on [date]. I paid you the rental bond of $ [amount] in full. To date I have not received confirmation that the rental bond has been lodged with the Office of Rental Bonds.

I draw your attention to Clause 20 of the Standard Residential Tenancy Terms which states that the lessor must give the tenant a receipt for the bond and must lodge the bond within 2 weeks of receiving it or the commencement of the tenancy whichever comes first. I paid the bond to you on [insert date], therefore it should have been lodged by [insert date].

I ask that the rental bond be lodged as soon as possible and that you notify me when this has occurred.

Yours sincerely,

[Your signature]

[Your name]