[Your name and address]

[Date]

[Lessor/agent’s name and address]

Dear      ,

**Request to complete bond disposal form for** **[address of premises]**

I refer to our telephone conversation email letter on [date] regarding your consent to dispose of the bond.

I am writing to request that you please complete the bond disposal form so I can submit it to the Bond Administrator.

Please find attached a Joint Application for Disposal of Security Bond to be signed by you.

If I do not hear from you within 14 days I will be applying to the Magistrates Court for disposal of the bond.

Please contact me on [phone number] if you have any questions about the contents of this letter.

I look forward to receipt of the signed bond disposal form.

Yours sincerely,

[Your name]