Dobrý den,

na základě nájemní smlouvy uzavřené dne……………………. (1), která skončila dne ……………….. (2) jsem Vám zaplatil dne …………………….. (3) Jistotu dle § 2254 zák. č. 89/2012 Sb., Občanský zákoník, ve výši ………………………. (4)

Tato měla být navrácena dne ……………………… (5) Do dnešního dne však žádnou takovou platbu neregistruji. Prosím o bezodkladné zaslání Jistoty ve výši ……………………………….(6) na účet č. ……………………………………. (7)

S pozdravem

…………………………….. (8)

# Explanation & Instructions

This is template of an email you can send to the landlord to remind yourself after the Security deposit is not paid in time. It is not pre-suit letter yet, although it can be later used in court as evidence of your good will to solve the problem amicably.

You should fill up the yellow fields as follows:

1. **Day of signature of the rent contract**
   1. write the date which is on the contract in the area of signatures. If there are more dates (you signed it by post or anything like that) write the latest date.
2. **The date the lease contract ended**
   1. contract runs out at the end of the definite period = write the end date of the definite period
   2. you/your landlord has given a notice period = the notice period ends by month – write the last day of the month. (E.g. if the notice period ended in March, use 31.03.20xx)
3. **Day of your paying the security deposit to landlord**
   1. If you paid by cash and
      1. you have a receipt for that payment – use the date on the receipt
      2. you don’t have any receipt – use the same date as in (1)
   2. If you paid by bank transfer – use the date you sent the money according to your bank statement
4. **The amount of the security deposit you paid**
5. **the date when the security deposit was supposed to be returned to your account**
   1. This is either specified in your contract, or not. Try to find a phrase like: *The deposit will be returned in 30 days after the end of the contract*, or similar. If you’ve found such a phrase, calculate the deadline by it.
   2. If you don’t have such a stipulation in your contract, then the deadline is calculated by law = it is supposed to be returned by the day the contract ends.
6. **The amount of the security deposit you ask to be refunded**
   1. either in the whole amount as it was paid, or
   2. the rest of it, if you agreed to some deductions that is written in the hand over protocol or any document like that.
7. **your account number**
8. **your email signature**

Send this letter as a normal email to your landlord. If you or the landlord have not exchanged email addresses and you need to use standard post services, I recommend you to send the pre-lawsuit letter directly – you find a template on our website, too.

# An example of a complete letter

Dobrý den,

na základě nájemní smlouvy uzavřené dne **21.03.2022**, která skončila dne **28.02.2023** jsem Vám zaplatil dne **23.03.2022** Jistotu dle § 2254 zák. č. 89/2012 Sb., Občanský zákoník, ve výši **35.000 Kč**

Tato měla být navrácena dne **28.03.2023**. Do dnešního dne však žádnou takovou platbu neregistruji. Prosím o bezodkladné zaslání Jistoty ve výši **35.000 Kč** na účet č. **123456789/1020**.

S pozdravem

***Marcos Enexample***

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