

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Re: Security Deposit Adjustment for [Property Address]

Dear [Tenant Name],

This letter is to inform you of a required adjustment to your security deposit held for the property listed above. As per the terms of your [Lease Agreement / Renewal Agreement] dated [Date], the security deposit amount is being adjusted from \$[Current Amount] to \$[New Amount].

This adjustment is necessary due to: [Reason, e.g., rent increase / change in lease terms].

Enclosed with this letter is a Security Deposit Adjustment Addendum. Please review the document, sign it, and return it to our office by [Due Date]. Additionally, please include the payment for the difference of \$[Difference Amount] at the time of return.

Please return the signed document via [Email / Mail / Online Portal].

If you have any questions regarding this adjustment, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]