

Date: [Date]

Tenant Name(s): [Tenant Names]

Property Address: [Property Address, Unit Number]

City, State, Zip: [City, State, Zip]

Subject: Receipt for Additional Security Deposit - Lease Renewal

Dear [Tenant Names],

This letter serves as a formal acknowledgment and receipt of your additional security deposit payment in connection with your lease renewal for the period starting [Lease Start Date] and ending [Lease End Date].

Payment Details:

- Original Security Deposit Amount: \$[Amount]
- Additional Deposit Received: \$[Amount]
- **Total Security Deposit Now Held: \$[Total Amount]**
- Date Payment Received: [Date]
- Method of Payment: [Check/Transfer/Money Order]

As per the terms of your renewed lease agreement, this total amount will continue to be held as security for the faithful performance of the lease terms. The funds are held at the following institution:

Financial Institution: [Bank Name]

Bank Address: [Bank Address]

Please keep this receipt for your personal records. If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Contact Information]