

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Rental Address]

Dear [Tenant Name],

This letter serves as a formal receipt for a partial payment toward your security deposit for the property mentioned above.

Payment Details:

- **Total Security Deposit Required:** \$[Amount]
- **Amount Received:** \$[Amount]
- **Payment Date:** [Date]
- **Payment Method:** [Cash/Check/Bank Transfer/etc.]
- **Remaining Balance Due:** \$[Amount]

The remaining balance of **\$[Amount]** is due on or before **[Date]**.

Please note that the total security deposit must be paid in full before [keys are handed over/move-in/commencement of lease]. This deposit will be held in accordance with the terms of your lease agreement and local laws.

If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]