

Date: [Date]

Tenant Name: [Tenant Name]

Property Address: [Property Address]

RE: Demand to Replenish Security Deposit

Dear [Tenant Name],

This letter serves as formal notice regarding repairs recently completed at the property located at [Property Address] due to damages discovered on [Date].

Under the terms of your lease agreement dated [Lease Start Date], specifically Section [Section Number/Title], the landlord is authorized to apply security deposit funds toward the cost of repairing damage to the premises that exceeds normal wear and tear.

The following repairs were performed:

- [Description of Damage 1]: \$[Amount]
- [Description of Damage 2]: \$[Amount]

Total Cost of Repairs: \$[Total Amount]

In accordance with your lease, you are required to maintain a full security deposit of \$[Original Deposit Amount] throughout the duration of your tenancy. Therefore, you are hereby requested to replenish the security deposit by paying the amount of \$[Total Amount] to restore the balance.

Please provide payment in the form of [Payment Method] by [Due Date].

Copies of the repair invoices/receipts are attached for your records. If you have any questions, please contact me at [Phone Number] or [Email].

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]