

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Security Deposit Depletion and Demand for Replenishment

Dear [Tenant Name],

This letter serves as formal notice regarding your security deposit for the property located at [Rental Property Address].

On [Date of Violation], the Homeowners Association (HOA) issued a fine in the amount of \$[Amount] due to a violation of the community rules and regulations. The violation was recorded as: [Description of Violation, e.g., Unapproved parking/Trash cans left out].

Per the terms of your Lease Agreement dated [Lease Start Date], specifically Section [Section Number Regarding Deposits/Rules], the tenant is responsible for all fines incurred during the lease term. Consequently, \$[Amount] has been deducted from your security deposit to satisfy this HOA fine.

As a result, your security deposit balance is now \$[Current Balance], which is below the required amount of \$[Total Required Deposit].

Demand is hereby made for the replenishment of your security deposit in the amount of \$[Amount Needed] to restore the balance to its full required amount. This payment must be received by [Due Date, e.g., 10 days from receipt of this letter].

Please make your payment via [Payment Method: e.g., Online Portal/Check]. Failure to replenish the security deposit as required may result in further action as permitted under your lease and local landlord-tenant laws.

A copy of the HOA violation notice is enclosed for your records.

Sincerely,

[Your Signature]

[Your Printed Name]