

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]
[City, State, Zip Code]

RE: Notice to Replenish Security Deposit

Dear [Tenant Name],

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

As of [Date], your rent payment for the period of [Month/Period] was unpaid or underpaid. In accordance with the terms of your Lease Agreement dated [Lease Start Date], specifically Section [Section Number if applicable], I have applied a portion of your security deposit to cover the outstanding rent balance.

Account Summary:

- Original Security Deposit Amount: \$[Amount]
- Amount Deducted for Unpaid Rent: \$[Amount]
- Current Security Deposit Balance: \$[Amount]

Per the lease agreement, you are required to maintain the security deposit at the full original amount of \$[Original Amount]. Therefore, you are required to replenish the deposit by paying the sum of **\$(Deducted Amount)**.

Please submit this payment by [Due Date] to ensure your account remains in good standing. Payment can be made via [Payment Method, e.g., online portal, check, etc.].

Failure to replenish the security deposit as requested may constitute a breach of your lease agreement.

If you have any questions regarding this notice, please contact me immediately.

Sincerely,

[Your Signature]

[Your Printed Name]