

Date: [Date]

To: [Tenant Name]
[Property Address]
[City, State, Zip Code]

RE: NOTICE OF SECURITY DEPOSIT REPLENISHMENT

Dear [Tenant Name],

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

In accordance with Section [Section Number] of your Lease Agreement dated [Lease Start Date], the Landlord is authorized to apply security deposit funds to cover costs resulting from lease violations or damages. On [Date of Use], the amount of \$[Amount Used] was deducted from your security deposit for the following reason(s):

[Detailed description of damage or unpaid charges]

Per the terms of your lease, you are required to maintain a full security deposit balance of \$[Total Deposit Amount] throughout the duration of your tenancy. Consequently, you are hereby requested to replenish the security deposit by paying the deficiency of \$[Amount Needed to Replenish].

Please submit this payment by [Due Date]. Payment should be made via [Payment Method: e.g., Check, Portal, Money Order].

Failure to replenish the security deposit within the timeframe specified may constitute a breach of your lease agreement.

If you have any questions regarding this notice, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Landlord/Property Manager Name]
[Company Name]
[Address]