

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Rental Address]

RE: NOTICE TO REPLENISH SECURITY DEPOSIT

Dear [Tenant Name],

This letter serves as formal notice that a portion of your security deposit has been applied to cover outstanding costs as permitted under the terms of your Lease Agreement dated [Lease Start Date].

Summary of Deductions:

- **Amount Deducted:** \$[Amount]
- **Reason for Deduction:** [e.g., Unpaid rent for Month/Year, Repair costs for specific damage, etc.]
- **Remaining Deposit Balance:** \$[Current Balance]

Per Section [Section Number] of your Lease Agreement, you are required to maintain a full security deposit in the amount of \$[Total Original Deposit Amount] throughout the duration of your tenancy.

Required Action:

Please pay the sum of **\$(Amount Needed to Replenish)** to restore your security deposit to its full required balance. This payment must be received by [Due Date].

Please make your payment via [Payment Method, e.g., Online Portal, Certified Check] and label it as "Security Deposit Replenishment."

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

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]