

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of Security Deposit Deduction and Request for Replenishment

Dear [Tenant Name],

This letter serves as formal notification regarding a deduction made from your security deposit held for the property located at [Property Address].

Per the terms of your lease agreement dated [Lease Start Date], the landlord has paid the following outstanding utility charges on your behalf:

- **Utility Provider:** [Provider Name]
- **Billing Period:** [Start Date] to [End Date]
- **Amount Paid:** \$[Amount]

A copy of the utility bill is attached for your records. This amount has been deducted from your total security deposit of \$[Original Deposit Amount], leaving a current balance of \$[Current Balance].

According to [Clause Number/Section] of your lease agreement, you are required to maintain the security deposit at its full original amount throughout the duration of your tenancy. Therefore, please provide a payment in the amount of **[\$Amount]** to replenish the deposit by [Due Date].

Please make the payment via [Payment Method: e.g., Check, Online Portal, Money Order].

If you have any questions regarding this deduction or the replenishment process, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]