

Date: [Date]

Tenant Name: [Tenant Name]

Property Address: [Property Address]

RE: Notice of Security Deposit Replenishment for Unpaid Late Fees

Dear [Tenant Name],

This letter serves as formal notice that your security deposit has been applied to cover unpaid late fees associated with your lease agreement for the following period(s):

- [Month/Year]: \$[Amount]
- [Month/Year]: \$[Amount]

Total Late Fees Deducted: \$[Total Amount]

According to the terms of your lease agreement, the landlord is authorized to use security deposit funds to cover unpaid fees or rent. The lease also requires that the security deposit be maintained at the full original amount of \$[Original Deposit Amount].

Please submit a payment in the amount of **\$(Total Amount)** by [Due Date] to replenish your security deposit to its required balance.

Failure to replenish the security deposit may result in further action as outlined in your lease agreement.

Please contact [Name/Office] at [Phone Number] if you have any questions regarding this notice.

Sincerely,

[Your Name/Landlord Name]

[Company Name, if applicable]