

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

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

RE: Notice to Replenish Security Deposit - [Property Address/Unit Number]

Dear [Tenant Name],

This letter serves as formal notification that a portion of your security deposit has been applied to cover costs incurred due to a breach of your lease agreement.

As of [Date], the following amount was deducted from your deposit:

- **Amount Deducted:** \$[Amount]
- **Reason for Deduction:** [e.g., Unpaid rent / Specific repair for damage / Late fees]

Per the terms of your Lease Agreement dated [Lease Start Date], specifically Section [Section Number, if known], you are required to maintain a full security deposit in the amount of \$[Original Deposit Amount] throughout the duration of your tenancy.

To restore your security deposit to its full required balance, please submit a payment of **\$(Amount needed to replenish)** by **[Due Date]**.

Please make your payment via [Payment Method, e.g., online portal, check, money order].

If you have any questions regarding this request or the documentation for the charges, please contact me at [Phone Number] or [Email].

Sincerely,

[Landlord/Property Manager Signature]
[Landlord/Property Manager Printed Name]