

**Date:** [Insert Date]

**To:** [Tenant Name(s)]

**Property Address:** [Insert Full Property Address]

**RE: URGENT NOTICE TO REPLENISH SECURITY DEPOSIT**

Dear [Tenant Name],

This letter serves as formal notice that your security deposit must be replenished in accordance with the terms of your Lease Agreement dated [Insert Lease Start Date].

Pursuant to Section [Insert Clause Number] of your lease, the landlord is authorized to apply security deposit funds to cover unpaid expenses or damages during the tenancy. On [Date of Deduction], the sum of **[\$Amount Deducted]** was deducted from your security deposit for the following reason(s):

- [Reason for deduction, e.g., Unpaid utilities, emergency repairs, late fees]

As a result, your current security deposit balance is **[\$Current Balance]**. Your lease requires that a full security deposit in the amount of **[\$Total Required Amount]** be maintained at all times.

**You are hereby requested to pay \$[Amount Needed to Replenish] to restore the security deposit to its full required amount no later than [Insert Deadline Date].**

Please make your payment via [Insert Payment Method, e.g., Online Portal/Certified Check]. Failure to replenish the security deposit as required constitutes a breach of your lease agreement and may result in further legal action.

If you have any questions regarding this notice, please contact me immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Landlord/Manager Signature]

[Printed Name]

[Company Name, if applicable]