

Date: [Current Date]

Tenant Name(s): [Tenant Names]

Property Address: [Full Property Address]

RE: Security Deposit Adjustment for Lease Renewal

Dear [Tenant Name],

As part of your upcoming lease renewal starting on [New Lease Start Date], the financial terms of your tenancy have been updated. Your monthly rent will increase from \$[Current Rent] to \$[New Rent].

Per the terms of your lease agreement, the security deposit must be maintained at an amount equal to [e.g., one month's rent]. Consequently, an adjustment to your security deposit is required to reflect the new rental rate.

Adjustment Details:

- New Security Deposit Total: \$[New Deposit Amount]
- Current Deposit on File: \$[Current Deposit Amount]
- **Additional Amount Due: \$[Difference Amount]**

Please provide the additional payment of \$[Difference Amount] by [Due Date] via [Payment Method]. This balance will be held in the same manner as your original deposit.

Please sign and return the enclosed lease renewal documents to finalize these terms. If you have any questions regarding this adjustment, please contact [Landlord/Manager Name] at [Phone/Email].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Contact Information]