

[Your Name/Company Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Tenant Name]  
[Property Address]  
[Unit Number]  
[City, State, Zip Code]

**Re: Security Deposit Rollover for Lease Renewal**

Dear [Tenant Name],

This letter serves as formal confirmation regarding the security deposit for the property located at [Property Address].

In connection with your lease renewal starting on [New Lease Start Date] and ending on [New Lease End Date], please be advised that your security deposit in the amount of \$[Amount] will not be refunded at this time. Instead, the full balance will be rolled over to the new lease term.

The terms and conditions governing the security deposit as outlined in your original lease agreement will remain in effect. This deposit will continue to be held as security for the faithful performance of all terms and conditions of your lease.

[Optional: Please note that an additional payment of \$[Amount] is required to bring the total deposit in line with the new monthly rent of \$[New Rent Amount]. Please submit this balance by [Due Date].]

Please sign and return a copy of this letter to acknowledge your agreement with the rollover of these funds.

Sincerely,

[Your Signature]

[Your Printed Name]

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**Tenant Acknowledgment:**

I hereby acknowledge and agree to the rollover of my security deposit as described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_