

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: Addition of Authorized Occupant and Security Deposit Increase

Dear [Tenant Name],

This letter is regarding your request to add [Occupant Name] as an authorized occupant to your lease agreement for the property located at [Property Address].

Your request has been approved; however, per the terms of your rental agreement and management policy, the addition of an extra occupant increases the potential wear and tear on the unit. Consequently, an additional security deposit is required to proceed with this update.

Deposit Details:

- Current Security Deposit: \$[Amount]
- Additional Deposit Required: \$[Amount]
- **Total New Security Deposit: \$[Amount]**

Please submit the additional deposit of \$[Amount] by [Due Date]. Payment should be made via [Accepted Payment Method].

Once the payment is received, we will provide an addendum to the lease agreement for all parties to sign. Please note that the new occupant may not move into the premises until the deposit is paid and the addendum is fully executed.

If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name]