

[Date]

[Landlord Name]

[Landlord Address]

[City, State, Zip Code]

**RE: Additional Security Deposit for Lease Expansion - [Suite/Unit Number]**

Dear [Landlord Name or Property Manager],

Pursuant to the [Lease Expansion Agreement / Amendment] dated [Date], regarding the expansion of our premises located at [Property Address] to include [New Suite/Additional Square Footage], please find enclosed the required additional security deposit.

**Deposit Details:**

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

This payment is intended to increase our total security deposit on file to the amount required under the terms of our expanded lease agreement. Please provide a written acknowledgment or receipt of these funds for our records.

Should you have any questions regarding this payment, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]

Enclosure: [Check Number / Wire Confirmation]