

Date: [Date]

[Tenant Name]  
[Tenant Address]  
[City, State, Zip Code]

RE: Notice of Lease Modification - Additional Security Deposit

Dear [Tenant Name],

This letter serves as a formal modification to your existing lease agreement dated [Original Lease Date] for the property located at [Property Address].

Due to [Reason for Change: e.g., addition of a pet, change in occupancy, or lease renewal terms], an additional security deposit is required to be held by the Landlord. The details of this modification are as follows:

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

Please submit the additional payment of \$[Amount] by [Due Date]. Payment should be made via [Payment Method: e.g., check, online portal, or money order].

This additional deposit will be held under the same terms and conditions as outlined in your original lease agreement regarding the return and withholding of security deposits. All other terms of your current lease remain in full force and effect.

Please sign and return the enclosed copy of this letter to acknowledge your agreement to this modification.

Sincerely,

[Landlord/Property Manager Name]  
[Phone Number]

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**Tenant Acknowledgment:**

I/We, the undersigned, agree to the lease modification as described above.

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