

[Date]
[Tenant Name]
[Property Address]
[Unit Number]

Subject: Notice of Security Deposit Replenishment Request

Dear [Tenant Name],

This letter is to formally notify you regarding damages identified at the property located at [Property Address].

In accordance with your lease agreement dated [Lease Start Date], specifically Section [Section Number], the landlord has the right to use the security deposit to cover the costs of repairs for damages exceeding normal wear and tear during the tenancy.

The following repairs were recently completed:

- [Description of Damage 1]: \$[Amount]
- [Description of Damage 2]: \$[Amount]

Total Repair Costs: \$[Total Amount]

As these funds were deducted from your original security deposit of \$[Original Deposit Amount], you are now required to replenish the deposit to its full original balance. The current balance of your deposit is \$[Remaining Balance].

Please submit a payment of **\$[Amount Due]** by [Due Date] to bring your security deposit back to the required amount.

Payment can be made via [Payment Method, e.g., Online Portal, Check, etc.].

Copies of the repair invoices/receipts are attached for your records. If you have any questions regarding this request, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]
[Company Name, if applicable]
[Contact Information]