

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

## **RE: NOTICE OF SECURITY DEPOSIT REPLENISHMENT**

Dear [Tenant Name],

This letter serves as formal notification regarding your security deposit for the premises located at [Rental Property Address].

According to the terms of your lease agreement dated [Lease Start Date], specifically Section [Section Number], the landlord is permitted to deduct funds from your security deposit to cover costs associated with [Reason for Deduction, e.g., Repairs/Unpaid Utilities/Maintenance].

To date, the following deduction has been made:

- **Amount Deducted:** \$[Amount]
- **Reason:** [Description of Work/Service]
- **Date of Incident/Service:** [Date]

After this deduction, your current security deposit balance is \$[Current Balance]. Your lease requires a minimum security deposit balance of \$[Required Total Amount].

Please submit a payment in the amount of **\$(Amount Needed to Replenish)** to restore your security deposit to its full required amount. This payment must be received by [Due Date].

Please make the payment via [Payment Method: e.g., Check, Online Portal, Money Order] and ensure it is clearly marked as "Security Deposit Replenishment."

If you have any questions regarding this request or the attached invoices, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Property Management Company Name]

[Phone Number]