

[Date]

[Tenant Name]

[Unit Number]

[Property Address]

Subject: Notice of Additional Security Deposit Requirement - Unit Upgrade

Dear [Tenant Name],

This letter is in reference to the upcoming upgrades and renovations scheduled for your unit, specifically [Briefly list upgrades, e.g., new flooring and kitchen appliances].

As per the terms of your Lease Amendment dated [Date], the total security deposit required for the upgraded unit is \$[Total New Deposit Amount]. Our records indicate that we currently hold a security deposit of \$[Current Deposit Amount] for your tenancy.

To reflect the increased value of the premises following these improvements, an additional security deposit in the amount of \$[Amount Due] is now required.

Please submit this payment by [Due Date]. Payment can be made via [Payment Method: e.g., online portal, check, or money order].

This additional amount will be held in accordance with the terms of your original lease agreement and applicable local laws. All other terms and conditions of your lease remain in full effect.

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

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord Name]