

[Company Name]  
[Department Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Customer Name]  
[Service Address]  
[City, State, Zip Code]

Account Number: [Account Number]

**Notice: Requirement to Replenish Security Deposit**

Dear [Customer Name],

According to our records, your utility account recently experienced a default in payment. As a result, the existing security deposit on your account was applied toward your outstanding balance of \$[Amount Applied] on [Date].

Per our service terms and conditions, customers are required to maintain a full security deposit to continue receiving utility services following a payment default. This letter serves as formal notice that you must replenish your security deposit in the amount of \$[Deposit Amount Due].

**Payment Deadline: [Due Date]**

Please submit this payment using one of the following methods:

- Online via our customer portal
- By mail using the enclosed payment voucher
- In person at our authorized payment locations

Failure to replenish the security deposit by the deadline stated above may result in the disconnection of your utility services and additional restoration fees.

If you have already made this payment or have questions regarding your account, please contact our Customer Service Department at [Phone Number] between [Hours of Operation].

Sincerely,

[Sender Name/Department]  
[Company Name]