

Date: [Date]

To: [Tenant Name]

Property Address: [Property Address]

**RE: NOTICE TO REPLENISH SECURITY DEPOSIT DUE TO PROPERTY DAMAGE**

Dear [Tenant Name],

This letter serves as formal notice regarding damage discovered at the premises located at [Property Address].

On [Date], the following damage was identified: [Brief description of damage]. It has been determined that this damage exceeds normal wear and tear and is your responsibility under the terms of our lease agreement dated [Lease Start Date].

The cost to repair this damage is \$[Amount]. As per Section [Section Number] of your lease agreement, the Landlord has the right to use security deposit funds to cover repairs during the tenancy. Consequently, \$[Amount] has been deducted from your security deposit to pay for these repairs.

Pursuant to your lease, you are required to maintain a full security deposit of \$[Original Deposit Amount] at all times. Therefore, you are hereby requested to replenish the security deposit by paying the sum of \$[Amount] to the Landlord.

Please submit this payment by [Due Date]. Failure to replenish the security deposit constitutes a breach of your lease agreement.

Attached are [receipts/invoices/photos] documenting the damage and the cost of repair.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]