

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: NOTICE TO REPLENISH SECURITY DEPOSIT

Dear [Tenant Name],

This letter serves as formal notice regarding your lease agreement for the property located at [Property Address].

On [Date], the amount of \$[Amount] was deducted from your security deposit to cover the following costs incurred due to a violation of your lease terms:

- [Description of Repair, Unpaid Fee, or Damage]

Per Section [Section Number] of your Lease Agreement, you are required to maintain a security deposit balance of \$[Total Original Deposit Amount]. Due to the deduction mentioned above, your current balance is \$[Current Balance].

You are hereby required to pay **\$[Amount Needed to Replenish]** to restore the security deposit to its full required amount. This payment must be received by our office no later than [Due Date].

Please make your payment via [Accepted Payment Method]. Failure to replenish the security deposit as required constitutes a breach of your lease agreement.

If you have any questions, please contact [Landlord/Property Manager Name] at [Phone Number/Email].

Sincerely,

[Your Name/Signature]

[Landlord/Management Company Name]