

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

RE: NOTICE TO REPLENISH SECURITY DEPOSIT

Dear [Tenant Name],

This letter serves as formal notice regarding your security deposit held for the property located at [Insert Property Address].

As per your lease agreement, you are responsible for the payment of utility charges. Due to unpaid utility bills in the amount of \$[Insert Amount], the landlord has applied funds from your security deposit to cover these outstanding costs to avoid service interruption or liens.

The current status of your security deposit is as follows:

- Original Security Deposit Amount: \$[Insert Amount]
- Amount Deducted for Unpaid Utilities: \$[Insert Amount]
- Current Security Deposit Balance: \$[Insert Amount]

Pursuant to the terms of your lease, you are required to maintain the security deposit at its full original amount. Therefore, you are requested to replenish the deposit by paying **\$(Insert Amount Needed)** no later than [Insert Due Date].

Please make your payment via [Insert Payment Method, e.g., online portal, check, etc.].

Failure to replenish the security deposit as required may constitute a breach of your lease agreement.

Sincerely,

[Landlord/Property Manager Name]

[Contact Phone Number]

[Contact Email]