

Date: [Insert Date]

To: [Tenant Name]

Address: [Tenant Current Address]

City, State, Zip: [City, State, Zip]

RE: OFFICIAL LETTER OF DEMAND FOR SECURITY DEPOSIT RESTORATION

Dear [Tenant Name],

This letter serves as a formal demand for the restoration of your security deposit fund regarding the lease agreement for the property located at [Rental Property Address].

According to the terms of your lease agreement dated [Lease Start Date], specifically Section [Section Number], you are required to maintain a security deposit balance of \$[Total Required Amount].

On [Date of Deduction], the amount of \$[Amount Deducted] was applied toward [Reason for Deduction, e.g., unpaid rent / property repairs]. As a result, your current security deposit balance is \$[Current Balance].

Pursuant to the lease terms, you must restore the security deposit to its full original amount within [Number of Days] days of receiving this notice.

Total Amount Due: \$[Amount Needed to Restore]

Please deliver the funds via [Payment Method, e.g., Certified Check / Online Portal] no later than [Due Date]. Failure to restore these funds constitutes a breach of your lease agreement and may result in further legal action or eviction proceedings.

If you have already sent this payment, please disregard this notice.

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]

[Phone Number]

[Email Address]