

[Landlord Name]  
[Landlord Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Tenant Name]  
[Tenant Address]  
[City, State, Zip Code]

**RE: NOTICE TO REPLENISH SECURITY DEPOSIT / DEMAND FOR PAYMENT**

Dear [Tenant Name],

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

Pursuant to Section [Section Number] of your Lease Agreement, the Landlord is authorized to apply security deposit funds toward unpaid rent, late fees, or damages. On [Date], the amount of \$[Amount] was deducted from your security deposit to cover the following:

- [Itemized Reason 1, e.g., Unpaid Rent for October]
- [Itemized Reason 2, e.g., Repair for broken window]

Your lease requires that the security deposit be maintained at the full amount of \$[Total Deposit Amount] at all times. Currently, your security deposit balance is \$[Current Balance].

**DEMAND IS HEREBY MADE** that you pay the sum of \$[Amount Needed] to restore the security deposit to its full required balance. This payment must be received by [Deadline Date].

Failure to replenish the security deposit constitutes a material breach of your lease agreement. If payment is not received by the date specified above, I will be forced to take further legal action, which may include the initiation of eviction proceedings to recover possession of the premises.

Please govern yourself accordingly.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]