

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

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 [Property Address].

Per the terms of your Lease Agreement dated [Lease Start Date], specifically Section [Section Number], the landlord has applied a portion of your security deposit to cover the following costs incurred during your tenancy:

- **Reason for Deduction:** [e.g., Unpaid Rent / Property Repair for Damage]
- **Date of Occurrence:** [Date]
- **Amount Applied:** \$[Amount]

As a result of this deduction, your current security deposit balance is \$[Current Balance]. Your lease requires a minimum deposit balance of \$[Required Total Balance].

Please submit a payment in the amount of **\$(Amount Needed)** to restore your security deposit to its full required amount. This payment must be received by our office no later than [Due Date].

Payments can be made via [Payment Method: e.g., Online Portal / Check / Money Order]. Failure to replenish the security deposit as requested may result in a lease violation notice.

If you have any questions regarding this notice or the attached documentation of costs, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Property Management Company Name]
[Phone Number]