

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice to Restore Security Deposit Balance

Dear [Tenant Name],

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

Pursuant to the terms of your lease agreement dated [Lease Start Date], the landlord has applied a portion of your security deposit to cover the following costs incurred during your tenancy:

- **Reason for Deduction:** [Description of repair, unpaid utility, or late fee]
- **Amount Deducted:** \$[Amount]
- **Date of Occurrence:** [Date]

The current balance of your security deposit is now \$[Remaining Balance].

According to the "Security Deposit" section of your lease, you are required to maintain a full deposit balance of \$[Original Deposit Amount] at all times. Therefore, you are requested to pay **\$[Amount Needed to Restore]** to restore the deposit to its original required amount.

Please submit this payment by [Due Date] via [Accepted Payment Method].

Failure to restore the security deposit balance may be considered a breach of your lease agreement.

If you have any questions regarding this notice or the attached documentation/receipts, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]