

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email]

[Date]

[Landlord or Property Manager Name]  
[Company Name, if applicable]  
[Address]  
[City, State, Zip Code]

**RE: URGENT NOTICE TO REFILL SECURITY DEPOSIT - [Property Address]**

Dear [Landlord Name],

I am writing to formally address the recent deduction made from my security deposit regarding the property located at [Address].

On [Date], you notified me that an amount of \$[Amount] was withheld from my security deposit to cover [Briefly state reason, e.g., emergency repairs/unpaid rent]. Pursuant to Section [Number] of our lease agreement, I am required to maintain a full security deposit balance of \$[Total Deposit Amount] during the term of my tenancy.

Please find enclosed a [Check/Money Order] in the amount of \$[Amount] to restore the security deposit to its full required balance. Please acknowledge receipt of these funds in writing and provide an updated statement showing the current balance of the security deposit account.

If you have any questions regarding this payment, please contact me immediately.

Sincerely,

[Your Signature]

[Your Printed Name]