

Date: [Date]

Tenant Name(s): [Tenant Names]

Property Address: [Property Address, Unit Number]

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

**RE: NOTICE OF LEASE VIOLATION - DEPLETION OF SECURITY DEPOSIT**

Dear [Tenant Name(s)],

This letter serves as formal notice that you are in violation of your residential lease agreement dated [Lease Start Date] regarding the maintenance of your security deposit.

Specifically, the following amount has been deducted from your security deposit to cover costs incurred due to your actions/negligence:

- **Reason for Deduction:** [Description of damage or unpaid fee]
- **Date of Incident/Invoice:** [Date]
- **Amount Deducted:** \$[Amount]

Per the terms of your lease, Section [Section Number], you are required to maintain a full security deposit of \$[Original Deposit Amount] throughout the duration of your tenancy. As a result of the deduction mentioned above, your current security deposit balance is \$[Current Balance].

**To remedy this violation, you are required to pay \$[Amount Needed to Replenish] to restore the security deposit to its full required amount no later than [Due Date].**

Please submit this payment via [Payment Method]. Failure to replenish the security deposit within the timeframe specified may result in further action, including potential eviction proceedings or legal action as permitted by law.

If you have already sent this payment, please disregard this notice. If you have any questions regarding this matter, please contact me immediately at [Phone Number] or [Email].

Sincerely,

[Landlord/Manager Signature]

[Printed Name]

[Company Name, if applicable]