

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Approval of Security Deposit Installment Plan

Dear [Tenant Name],

This letter is to formally notify you that your request to pay the security deposit for the property located at [Property Address] in installments has been approved.

The total security deposit amount is \$[Total Amount]. According to our agreement, the payments will be made as follows:

- **Installment 1:** \$[Amount] due on [Date]
- **Installment 2:** \$[Amount] due on [Date]
- **Installment 3:** \$[Amount] due on [Date]
- **Installment 4:** \$[Amount] due on [Date]

Please ensure that each payment is made on or before the specified due dates. These payments should be made via [Accepted Payment Method, e.g., Online Portal/Check]. Failure to adhere to this schedule may result in a breach of your lease agreement.

Once the final installment is paid, you will receive a receipt confirming the full security deposit has been collected and held in accordance with local laws.

If you have any questions regarding this schedule, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name/Property Manager Name]

[Landlord/Management Company Name]