

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Re: Denial of Request for Security Deposit Installments

Dear [Applicant Name],

Thank you for your interest in leasing the property located at [Property Address]. We have received your request to pay the required security deposit in installments rather than as a single lump sum.

After careful consideration, we are unable to grant your request for an installment plan at this time. Our standard policy requires the security deposit to be paid in full prior to the commencement of the lease agreement and the transfer of keys.

Please be advised that the full security deposit amount of \$[Amount] must be received by [Date] in order to secure the unit and proceed with your move-in. If the payment is not received by this date, we will proceed with other applicants for this property.

We appreciate your understanding regarding our leasing policies. If you have any further questions, please contact our office.

Sincerely,

[Your Signature]

[Your Printed Name]