

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

[Date]

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

RE: Revision of Security Deposit Installment Schedule - [Rental Property Address]

Dear [Landlord or Property Manager Name],

I am writing to formally request a revision to the current installment schedule for my security deposit, as previously outlined in our agreement dated [Original Agreement Date].

Due to [briefly mention reason, e.g., unexpected financial changes/payroll timing], I would like to propose the following updated payment schedule:

- **Current Balance Due:** \$[Amount]
- **Proposed Payment 1:** \$[Amount] on [Date]
- **Proposed Payment 2:** \$[Amount] on [Date]
- **Proposed Payment 3:** \$[Amount] on [Date]

I am committed to fulfilling the total security deposit requirement of \$[Total Amount] and ensuring all payments are made by [Final Deadline Date]. All other terms of my lease agreement will remain unchanged.

Please let me know if this revised schedule is acceptable. I am happy to sign an addendum to reflect these changes if necessary. Thank you for your understanding and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]