

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]

Subject: Reminder: Security Deposit Installment Due

Dear [Tenant Name],

This is a friendly reminder regarding the security deposit installment payment for your lease at [Property Address].

According to your signed Lease Agreement dated [Lease Start Date], you agreed to pay the security deposit in installments. Our records indicate that the following installment is now due:

- **Installment Amount:** \$[Amount]
- **Due Date:** [Date]
- **Remaining Balance (after this payment):** \$[Amount]

Please submit your payment via [Payment Method: e.g., online portal, check, or money order]. If you have already sent this payment, please disregard this notice.

If you are experiencing any issues making this payment or have any questions, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Title/Property Manager]