

[Landlord Name/Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Tenant Name]
[Business Name]
[Property Address]
[City, State, Zip Code]

RE: Notice of Unauthorized Rent Deduction - [Property Address]

Dear [Tenant Name],

We are writing to acknowledge receipt of your rent payment for the period of [Month/Year] in the amount of [Amount Paid].

Upon review of your account, we note that this payment is [Amount Short] less than the total monthly rent of [Full Rent Amount] due under the terms of your Lease Agreement dated [Lease Date]. It appears an unauthorized deduction was made regarding [Briefly state what the deduction was for, e.g., a specific repair or invoice].

Please be advised that pursuant to Section [Section Number] of your Lease Agreement, rent must be paid in full without offset, abatement, or deduction unless previously authorized in writing by the Landlord. We have not agreed to nor authorized the deduction taken from this month's payment.

Accordingly, please remit the remaining balance of [Balance Due] by [Due Date] to bring your account into good standing. Failure to pay the full amount due may result in late fees as outlined in your lease and further action to recover the arrears.

If you believe there has been an error or if you wish to discuss this matter further, please contact our office immediately.

Sincerely,

[Signature]

[Printed Name]
[Title/Position]