

Date: [Date]

To: [Tenant Name]

Address: [Property Address]

RE: NOTICE OF UNAUTHORIZED RENT DEDUCTION

Dear [Tenant Name],

This letter serves as formal notice regarding your rent payment received on [Date] for the period of [Month/Year].

According to your lease agreement, the total monthly rent due is \$[Total Rent Amount]. However, your recent payment was for the amount of \$[Amount Paid], leaving an unpaid balance of \$[Difference Amount].

It appears that you have deducted costs related to [Description of Deduction, e.g., Repair/Maintenance] from your rent. Please be advised that under the terms of your lease and local housing laws, rent deductions are not permitted without prior written authorization from the landlord or a court order.

Please submit the remaining balance of \$[Difference Amount] by [Due Date] to bring your account current. Failure to pay the full rent amount may result in late fees as outlined in your lease agreement or further legal action.

If you believe there has been an error or if you wish to discuss a specific maintenance issue, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Your Phone Number]