

Date: [Date]

Tenant Name(s): [Tenant Name]

Property Address: [Property Address]

Unit Number: [Unit Number]

**RE: NOTICE OF BALANCE DUE - UNAUTHORIZED RENT DEDUCTION**

Dear [Tenant Name],

This letter serves as formal notice that there is an outstanding balance of \$[Amount Owed] on your rent account for the period of [Month/Year].

Our records indicate that your full monthly rent is \$[Total Rent Amount]. However, your payment received on [Date] was for the amount of \$[Amount Paid], leaving a deficiency of \$[Amount Owed].

It appears a deduction was made for [Reason for Deduction, e.g., Repairs/Supplies] without prior written authorization from Management. Per the terms of your Lease Agreement, tenants are not permitted to withhold rent or deduct costs from rent payments without express written consent or following specific legal procedures required by law.

Please remit the remaining balance of \$[Amount Owed] by [Due Date] to bring your account current. Failure to pay the full balance may result in late fees as outlined in your lease or further administrative action.

If you believe this notice is in error, or if you have documentation authorizing this deduction, please contact the office immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Contact Information]