

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

RE: NOTICE OF DEFAULT AND UNAUTHORIZED RENT DEDUCTION

Dear [Tenant Name],

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

According to our records, the total monthly rent due is \$[Total Rent Amount]. However, your payment received on [Date] was for the amount of \$[Amount Paid], leaving an outstanding balance of \$[Unpaid Amount].

It appears that you have deducted \$[Deduction Amount] from your rent payment for the purpose of [Reason for Deduction, e.g., Repairs]. Please be advised that this deduction is unauthorized under the terms of your Lease Agreement and/or local landlord-tenant laws because:

- Prior written consent for the deduction was not granted by the Landlord.
- The required legal procedures for "repair and deduct" were not followed.
- [Optional: Additional reason].

Under the terms of your lease, failure to pay the full rent amount when due constitutes a default. To cure this default, you are required to pay the remaining balance of \$[Unpaid Amount] no later than [Due Date].

Please remit the balance immediately via [Payment Method]. Failure to pay the outstanding balance may result in further action, including the assessment of late fees or the commencement of legal proceedings.

If you believe this notice has been sent in error, please provide documentation supporting your payment or authorization for the deduction immediately.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Phone Number]

[Email Address]