

Date: [Date]

To: [Tenant Name]

Address: [Property Address]

Unit: [Unit Number, if applicable]

RE: NOTICE OF LEASE VIOLATION AND UNAUTHORIZED RENT DEDUCTION

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of your residential lease agreement dated [Lease Start Date] for the property located at the address listed above.

1. Unauthorized Deduction:

We have received your rent payment for the month of [Month, Year] in the amount of \$[Amount Paid]. This is \$[Amount Missing] less than the agreed-upon monthly rent of \$[Total Rent Amount]. Our records show an unauthorized deduction was made for [Reason given by tenant, e.g., "repairs" or "cleaning"].

2. Lease Violation:

Per Section [Section Number] of your lease agreement, tenants are strictly prohibited from withholding rent or making deductions for repairs or other expenses without prior written consent from the Landlord. No such authorization was granted in this instance.

Required Action:

To remedy this violation, you must pay the remaining balance of \$[Amount Missing] by [Due Date]. Failure to pay the full rent amount may result in late fees as specified in your lease and further legal action, including the initiation of eviction proceedings.

Please submit the outstanding balance immediately. If you believe this notice was sent in error, please contact [Landlord/Manager Name] at [Phone Number] or [Email Address] within 24 hours.

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]

[Phone Number]