

Date: [Date]

To: [Tenant Name(s)]

Address: [Property Address, Unit Number]

City, State, Zip: [City, State, Zip]

RE: PRE-EVICTION NOTICE - NOTICE TO CURE UNAUTHORIZED RENT DEDUCTION

Dear [Tenant Name],

This letter serves as formal notice regarding your rent payment for the period of [Month/Year]. The total monthly rent due under your lease agreement is \$[Full Rent Amount]. However, your payment received on [Date] was for the amount of \$[Amount Received], leaving an unpaid balance of \$[Difference Amount].

Records indicate that you deducted \$[Deducted Amount] from your rent for [Reason, e.g., an unauthorized repair/service]. Please be advised that this deduction was not authorized by the Landlord/Property Manager, nor was it approved in writing as required by your lease agreement.

Action Required:

To avoid further legal action, including the commencement of eviction proceedings for non-payment of rent, you must pay the outstanding balance of \$[Difference Amount] by [Deadline Date].

Payment should be made via [Payment Method] to the following address:
[Payment Address]

Failure to cure this balance by the date specified above will result in the issuance of a formal Notice to Pay Rent or Quit, which may lead to eviction and the assessment of legal fees and court costs against you.

If you believe this notice has been sent in error, please contact the management office immediately at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Property Management Company Name]