

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address/Unit Number]

RE: SECOND WARNING - UNAUTHORIZED RENT DEDUCTION

Dear [Tenant Name],

This letter serves as a second formal warning regarding the unauthorized deduction you made from your rent payment for the period of [Insert Month/Year].

On [Date of First Warning], we notified you that your payment of [Amount Paid] was insufficient, as it was [Amount Deducted] less than the agreed monthly rent of [Total Rent Amount] specified in your lease agreement.

As of today, we have not received the remaining balance of [Balance Due], nor have we received a valid legal justification for this withholding. Please be advised that per the terms of your lease, rent must be paid in full and on time. Tenants are not permitted to unilaterally deduct costs for repairs or other expenses without prior written consent or following specific legal procedures required by law.

Action Required:

Please remit the outstanding balance of [Balance Due] immediately, but no later than [Insert Date].

Failure to settle this balance immediately will result in further action, which may include the assessment of late fees, legal proceedings, or the initiation of eviction processes for non-payment of rent.

If you have already sent this payment, please disregard this notice.

Sincerely,

[Your Name/Landlord Name]

[Management Company Name, if applicable]

[Phone Number]