

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Rejection of Unauthorized Repair Deduction for [Property Address]

Dear [Tenant Name],

I am writing to formally acknowledge receipt of your rent payment for the period of [Month/Year]. However, I noticed that you deducted \$[Amount] from the total rent due for repairs regarding [Brief Description of Repair].

Please be advised that this deduction is not accepted for the following reasons:

- The lease agreement requires written notice and prior approval before any repairs are conducted by a tenant.
- Management was not given the opportunity to inspect the issue or coordinate the repair through our approved contractors.
- The repair does not qualify as an emergency under local housing laws or the terms of our lease.

As a result, your rent account now shows an outstanding balance of \$[Amount]. Please remit the remaining balance of your rent by [Date] to avoid any late fees or further action.

In the future, please follow the formal maintenance request procedure outlined in your lease so that we may address any issues promptly and correctly.

Sincerely,

[Your Signature]

[Your Printed Name]