

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Landlord or Property Manager Name]
[Landlord's Address]
[City, State, Zip Code]

RE: Formal Notice of Breach of Lease - Security Deposit Misuse

Dear [Landlord Name],

I am writing this letter to formally notify you that you are in breach of our lease agreement dated [Lease Start Date] regarding the property located at [Rental Property Address].

Specifically, it has come to my attention that my security deposit in the amount of \$[Amount] is being handled in a manner that violates the terms of our lease and/or state law. The specific violation is as follows:

- [Insert specific breach, e.g., failure to place deposit in an escrow account, unauthorized deductions during tenancy, or failure to provide notice of where funds are held].

Under the terms of our agreement and [Insert State Statute if known], the security deposit is to be held for the sole purpose of [Insert stated purpose, e.g., covering damages beyond normal wear and tear at the end of the tenancy]. Your current actions constitute a direct breach of these obligations.

I request that you remedy this breach immediately by [Insert requested action, e.g., providing proof of the escrow account or returning the misappropriated funds] within [Number] days of receipt of this letter.

Please be advised that if this matter is not resolved promptly, I reserve the right to pursue all available legal remedies, which may include filing a claim in small claims court or reporting this violation to the appropriate housing authorities.

I look forward to your prompt response and a swift resolution to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]