

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

[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

RE: NOTICE OF UNPAID RENT AND UNAUTHORIZED USE OF SECURITY DEPOSIT

Dear [Tenant's Name],

This letter serves as a formal demand for the unpaid rent for the period of [Month/Period], which was due on [Due Date]. As of today, I have not received the payment of \$[Amount].

It has come to my attention that you intend to, or have already attempted to, apply your security deposit toward this rent payment. Please be advised that pursuant to the terms of your lease agreement dated [Lease Start Date] and local landlord-tenant laws, the security deposit is held to cover potential damages to the property or other defaults at the end of the tenancy. It cannot be used as a substitute for monthly rent payments during the term of the lease.

Please submit the full rent payment of \$[Amount] by [Deadline Date] to avoid further action, which may include late fees as specified in your lease or the initiation of eviction proceedings.

Your security deposit will remain in the designated account and will be handled according to the law upon the termination of your lease and your move-out inspection.

Please contact me immediately to confirm when the payment will be made.

Sincerely,

[Your Signature]

[Your Printed Name]