

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

[Date]

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

RE: Notice of Invalid Rent Payment - Security Deposit Not Applicable to Rent

Dear [Tenant's Name],

I am writing to formally acknowledge receipt of your communication dated [Date of Tenant's Request], in which you requested or indicated that your security deposit be applied toward the rent payment for [Month, Year].

Please be advised that this request is being denied. According to the terms of your Lease Agreement signed on [Lease Start Date] and in accordance with local landlord-tenant laws, the security deposit is held as collateral for potential damages to the property or other defaults under the lease. It cannot be used as a substitute for monthly rent payments.

As of today, your rent for [Month, Year] remains unpaid. To avoid late fees or further legal action, please submit the full rent amount of \$[Amount] by [Date/Time].

The security deposit will remain in its designated account and will be processed at the end of your tenancy, subject to the conditions outlined in your lease and applicable law.

Please contact me immediately if you have any questions or to confirm when the payment will be made.

Sincerely,

[Your Signature]
[Your Printed Name]