

**Date:** [Date]

**To:** [Tenant Name(s)]

**Property Address:** [Full Property Address]

**RE: NOTICE REGARDING SECURITY DEPOSIT AND RENT PAYMENT**

Dear [Tenant Name],

This letter serves as a formal notice regarding your rent payment for the period of [Month/Year]. It has come to my attention that you intend to, or have attempted to, use your security deposit to cover your final month's rent.

Please be advised that pursuant to the terms of your Lease Agreement dated [Lease Start Date], the security deposit is held specifically to cover potential damages to the unit, cleaning fees, or unpaid utilities after move-out. **The security deposit cannot be used as a substitute for rent payments.**

According to the lease and local housing laws, you are required to pay the full rent amount of \$[Rent Amount] by [Due Date].

Failure to pay the rent in full by the specified date may result in the following actions:

- Assessment of late fees as outlined in your lease.
- Issuance of a formal "Pay Rent or Quit" notice.
- Commencement of legal eviction proceedings.

Please submit your rent payment immediately via [Accepted Payment Method]. Your security deposit will be processed and returned (less any lawful deductions) within [Number] days of your move-out, as required by law.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Phone Number]

[Email Address]