

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

[Date]

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

RE: NOTICE OF UNAUTHORIZED USE OF SECURITY DEPOSIT FOR RENT

Dear [Tenant Name],

This letter is regarding your rent payment for the period of [Month/Year]. It has come to my attention that you intend to use your security deposit to cover this rent payment.

Please be advised that pursuant to the lease agreement signed on [Lease Date] and local landlord-tenant laws, the security deposit is held in trust to cover potential damages to the property or unpaid utility charges after move-out. The security deposit cannot be used as a substitute for a monthly rent payment during your tenancy.

As of today, your rent remains unpaid. Please submit the full payment of \$[Amount] by [Due Date] to avoid late fees or further legal action as outlined in your lease agreement.

If you have already sent the payment, please disregard this notice. Otherwise, please contact me immediately to confirm when the payment will be made.

Sincerely,

[Your Signature]

[Your Printed Name]