

[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 Outstanding Rent and Unauthorized Use of Security Deposit**

Dear [Tenant's Name],

This letter serves as formal notification regarding your outstanding rent for the property located at [Property Address]. As of today, our records indicate an unpaid balance of \$[Amount] for the period of [Date Range].

It has come to my attention that you intend to, or have already attempted to, allocate your security deposit to cover this outstanding rent. Please be advised that pursuant to the terms of your lease agreement dated [Lease Start Date] and local landlord-tenant laws, the security deposit cannot be used as a substitute for rent payments during the tenancy.

The security deposit is held in trust to cover potential damages to the property, cleaning fees, or other contractual breaches discovered after you vacate the premises. It is not a liquid asset available for rent credits.

Please remit the full outstanding balance of \$[Amount] by [Due Date] via [Accepted Payment Method]. Failure to pay the rent in full may result in further action, including late fees as outlined in your lease, or the initiation of legal proceedings for eviction.

If you have already made this payment, please disregard this notice and provide proof of payment for our records.

Sincerely,

[Your Signature]

[Your Printed Name]