

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Rejection of Request to Apply Security Deposit to Rent

Dear [Tenant Name],

I am writing in response to your request to apply your security deposit toward the rent payment due for [Month, Year].

Please be advised that I cannot grant this request. According to the terms of your lease agreement signed on [Lease Date], the security deposit is held as collateral against potential damages to the property and any unpaid utilities or fees upon move-out. It is not intended to be used as a substitute for monthly rent payments.

As per our agreement, the full rent amount of \$[Amount] remains due by [Due Date]. Please ensure that payment is made in full to avoid any late fees or further actions as outlined in your lease.

Your security deposit will remain in the designated account and will be processed at the end of your tenancy in accordance with local laws and the lease terms.

Thank you for your understanding.

Sincerely,

[Your Signature]
[Your Printed Name]