

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Rental Property Address]

RE: NOTICE OF LEASE VIOLATION - IMPROPER USE OF SECURITY DEPOSIT

Dear [Tenant Name],

This letter serves as formal notice regarding your rent payment for the period of [Month/Year].

It has come to our attention that you have requested or intended to apply your security deposit toward your current rent balance. Please be advised that this is a violation of your lease agreement dated [Lease Start Date] and [State/Local] law.

Under the terms of your lease, the security deposit is held as collateral for potential damages to the unit or unpaid fees upon move-out. It cannot be used as a substitute for monthly rent payments during the course of your tenancy.

Required Action:

- You are required to pay the full rent amount of \$[Amount] immediately.
- Late fees in the amount of \$[Amount] have been applied to your account.
- The security deposit will remain in the designated escrow account and will not be applied to this balance.

Failure to pay the outstanding rent balance by [Due Date] may result in further legal action, including eviction proceedings.

Please contact the management office immediately at [Phone Number] to confirm when payment will be made.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]