

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

RE: NOTICE OF IMPROPER USE OF SECURITY DEPOSIT AS RENT

Dear [Tenant Name],

This letter is regarding the rent payment for the period of [Month/Year]. Our records indicate that we have not received your full rent payment of \$[Rent Amount] due on [Due Date].

It has come to our attention that you intend to use your security deposit to cover this rent payment. Please be advised that according to your lease agreement dated [Lease Start Date] and local landlord-tenant laws, the security deposit is held to cover potential damages to the property or unpaid debts after you vacate the premises. It cannot be used as a substitute for monthly rent payments during the term of your tenancy.

Please remit the full rent amount of \$[Rent Amount] plus any applicable late fees of \$[Late Fee Amount] by [Payment Deadline Date] to avoid further action, which may include the initiation of eviction proceedings.

Failure to pay rent as agreed constitutes a breach of your lease agreement. We expect your immediate cooperation in resolving this balance.

If you have already sent the payment, please disregard this notice.

Sincerely,

[Your Name/Property Management Name]

[Phone Number]

[Email Address]