

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

[Date]

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

RE: NOTICE OF UNPAID RENT BALANCE

Dear [Tenant's Name],

This letter serves as a formal notice that there is an outstanding balance on your rent account for the property located at [Rental Property Address].

According to our records, your account is currently past due in the amount of \$[Total Amount Owed]. This balance consists of the following:

- Unpaid Rent for [Month/Period]: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges (if applicable): \$[Amount]

Please submit the full payment of \$[Total Amount Owed] by [Due Date] to bring your account up to date. Payments can be made via [Payment Method, e.g., Online Portal, Check, Money Order].

If you have already sent your payment, please disregard this notice. If you believe there is an error in our records or if you are experiencing financial difficulties, please contact me immediately at [Your Phone Number] so we can discuss this matter.

Failure to settle this balance or contact our office may result in further action according to the terms of your lease agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]