

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

[Date]

[Tenant Name]
[Property Address]
[Unit Number, if applicable]
[City, State, Zip Code]

Subject: NOTICE OF OUTSTANDING RENT BALANCE

Dear [Tenant Name],

This letter is to formally notify you that there is an outstanding balance on your rental account for the property located at [Property Address].

As of [Current Date], our records indicate that your account is past due in the amount of \$[Total Amount Owed]. This balance is broken down as follows:

- Unpaid Rent for [Month/Period]: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges [Specify]: \$[Amount]

Please submit the total 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 made this payment, please disregard this notice. If you believe there is an error in our records or if you are experiencing financial hardship, please contact our office immediately at [Phone Number] so we can discuss this matter.

Thank you for your prompt attention to this balance.

Sincerely,

[Your Signature]
[Your Printed Name]