

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

**RE: NOTICE OF PAST DUE RENT / BALANCE**

Dear [Tenant Name],

This letter serves as a formal notice that your account for the property located at [Property Address] is currently past due. Our records indicate that we have not received payment for the following period(s):

- [Month/Period]: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please remit the total balance due by [Due Date] to avoid further late penalties or potential legal action as outlined in your lease agreement. Payments can be made via [Payment Method/Portal].

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship or believe there is an error in our records, please contact the management office immediately at [Phone Number] or [Email Address] to discuss this matter.

Thank you for your prompt attention to this balance.

Sincerely,

[Your Name/Property Manager Name]

[Landlord/Management Company Name]