

**Date:** [Current Date]

**To:** [Tenant Name]

**Property Address:** [Rental Property Address]

**RE: NOTICE OF UNPAID DEBT**

Dear [Tenant Name],

This letter serves as formal notice regarding an outstanding balance on your account for the property located at the address listed above. According to our records, your account is currently past due in the amount of **[\$Total Amount Owed]**.

The total balance consists of the following:

- Unpaid Rent (Period: [Dates]): **[\$Amount]**
- Late Fees: **[\$Amount]**
- Other Charges ([Description]): **[\$Amount]**

Please remit the full payment by [Due Date] to avoid further collection efforts or legal action. Payments can be made via [Payment Method, e.g., Online Portal, Check, or Money Order].

If you have already sent your payment, please disregard this notice. If you believe there is an error regarding this balance, or if you are experiencing financial hardship and wish to discuss a payment plan, please contact our office immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Phone Number]

[Email Address]