

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

[Date]

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

Subject: Notice of Outstanding Rent Balance

Dear [Tenant Name],

This letter is a formal reminder regarding the outstanding rent balance on your account for the property located at [Property Address].

According to our records, your rent account is currently in arrears. As of [Current Date], the total amount overdue is **[\$Amount Owed]**. This balance consists of the following:

- [Month/Period]: \$[Amount]
- [Month/Period]: \$[Amount]
- Late Fees (if applicable): \$[Amount]

We understand that sometimes payments can be delayed or overlooked. However, we request that you clear this balance immediately to ensure your account is brought up to date.

Payment can be made via [Insert Payment Methods, e.g., online portal, check, bank transfer].

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties and are unable to pay the full amount at this time, please contact us immediately at [Phone Number] to discuss a potential payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Landlord/Property Manager]