

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

[Date]

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

SECOND NOTICE: NOTICE OF OUTSTANDING DEBT

Dear [Tenant's Name],

We are writing to follow up on our previous notice sent on [Date of First Notice] regarding the unpaid balance on your account for the property located at [Rental Property Address].

As of today, our records indicate that your account remains in arrears. The total outstanding balance is **[\$Amount Due]**. This balance consists of:

- Unpaid Rent: **[\$Amount]** (Period: [Date] to [Date])
- Late Fees: **[\$Amount]**
- Other Charges: **[\$Amount]** (Specify: [e.g., Utilities/Damages])

Please be advised that this is your second formal notification. We request that you settle this debt immediately. Payment can be made via [Payment Method, e.g., Online Portal, Bank Transfer, Check].

If you have already made this payment within the last 48 hours, please disregard this letter. If you are experiencing financial hardship and wish to discuss a repayment plan, please contact us immediately at [Phone Number].

Failure to resolve this matter or contact our office by [Deadline Date] may result in further action, which may include legal proceedings or the referral of this debt to a professional collection agency. This could negatively impact your credit rating.

We look forward to your prompt cooperation in resolving this matter.

Sincerely,

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