

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

RE: SECOND REMINDER - NOTICE OF OUTSTANDING LEASE BALANCE

Dear [Tenant Name],

This is a formal reminder that there is still an outstanding balance of \$[Amount] on your account for the property located at [Property Address].

Our records indicate that we sent an initial notice regarding this balance on [Date of First Letter], but we have yet to receive payment or a response from you. As of today, your account is [Number] days past due.

Balance Details:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]
- **Total Due: \$[Total Amount]**

Please remit the full payment immediately. Payments can be made via [Payment Method/Online Portal].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact our office at [Phone Number] or [Email Address] immediately so we can discuss a potential payment arrangement.

Failure to resolve this matter promptly may result in further action according to your lease agreement and local regulations.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]