

[Date]

[Owner Name]

[Unit Number/Address]

[City, State, Zip Code]

Subject: SECOND REMINDER: Property Management Fee Arrears - [Property Address]

Dear [Owner Name],

Our records indicate that we have not yet received payment for your property management fees, despite our previous reminder sent on [Date of First Reminder].

As of today, your account shows an outstanding balance of [**Total Amount Owed**]. This balance includes:

- Overdue Management Fees: [Amount]
- Late Penalties (if applicable): [Amount]
- Total Due: [Total Amount]

Please settle this outstanding amount within [Number] days of the date of this letter. Payments can be made via [Payment Method: Bank Transfer/Online Portal/Check].

If you have already made this payment, please disregard this letter. If you are experiencing financial difficulties or believe there is an error in our records, please contact our office immediately at [Phone Number] or [Email Address] to discuss a payment plan.

Continued non-payment may result in further administrative charges or legal action as per your management agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Your Title]

[Property Management Company Name]