

[Current Date]

[Recipient Name]

[Unit/Property Address]

[City, State, Zip Code]

SUBJECT: SECOND REMINDER - OVERDUE PROPERTY MANAGEMENT FEES

Dear [Recipient Name],

This letter is a formal second reminder regarding the outstanding property management fees for the property located at [Property Address].

According to our records, your account remains past due. As of today, the total amount outstanding is **[\$Amount Due]**. This balance includes the original invoice amount and any applicable late fees incurred since our first reminder sent on [Date of First Reminder].

Account Summary:

- Invoice Number: [Invoice #]
- Original Due Date: [Due Date]
- Principal Amount: **[\$Amount]**
- Late Fees/Interest: **[\$Late Fee Amount]**
- **Total Balance Due: **[\$Total Amount]****

We request that you settle this balance immediately. Payment can be made via [Payment Method: Online Portal/Check/Bank Transfer].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact our office at [Phone Number] or [Email Address] so we can resolve this matter promptly.

Failure to settle this account may result in [mention consequences, e.g., further late penalties or legal action]. We value you as a client and hope to resolve this situation without further delay.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Property Management Department]

[Contact Information]