

Date: [Insert Date]

To: [Recipient Name/Tenant Name]

Address: [Insert Property Address/Unit Number]

Subject: NOTICE OF DENIED ACCESS DUE TO ARREARS

Dear [Recipient Name],

This letter serves as formal notification that your access to [Insert Property Name/Specific Area, e.g., Parking Garage, Gym, Storage Unit, Office Suite] has been suspended effective [Insert Date].

This action has been taken due to your account being in arrears. According to our records, your account currently shows an outstanding balance of **[Insert Amount]**, which was due on [Insert Due Date].

Per the terms of your [Lease/Membership/Service] Agreement, continued access to these facilities is contingent upon the timely payment of all fees. Access will remain restricted until the total outstanding balance is paid in full.

To restore your access, please remit payment immediately via [Insert Payment Method, e.g., Online Portal, Check, Bank Transfer].

If you believe this notice has been sent in error, or if you have already made the payment, please provide proof of payment to the management office at your earliest convenience.

Sincerely,

[Your Name/Property Manager Name]

[Company/Organization Name]

[Phone Number]

[Email Address]