

DATE: [Insert Date]

TO:

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

FROM:

[Landlord/Property Manager Name]
[Company Name]
[Address]
[Phone Number]

RE: FINAL NOTICE PRIOR TO DEBT COLLECTION PROCEEDINGS

Dear [Tenant Name],

Our records indicate that your account remains delinquent in the amount of **[\$[Total Amount Owed]**. This balance consists of unpaid rent and associated late fees for the period of [Start Date] to [End Date].

Despite previous notifications, we have not received the payment required to clear this debt. Please be advised that this is your **final notice**.

If full payment is not received by **[Deadline Date]**, we will have no choice but to transfer your account to a third-party collection agency. Please be aware that referral to a collection agency may result in:

- A negative impact on your personal credit score.
- Difficulty securing future housing or loans.
- Additional collection costs and legal fees.

To prevent this action, please submit payment immediately via [Payment Method] or contact our office at [Phone Number] to discuss a formal payment arrangement.

If you have already sent payment, please disregard this notice.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title]