

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Former Tenant's Name]
[Former Tenant's New Address]
[City, State, Zip Code]

RE: Notice of Outstanding Balance - Property: [Former Rental Address]

Dear [Former Tenant's Name],

This letter serves as a formal notice regarding an outstanding balance on your account for the rental property located at [Former Rental Address].

Following your move-out on [Move-out Date], a final reconciliation of your account has been completed. After applying your security deposit of \$[Amount] toward the final charges, there remains an unpaid balance of **\$[Total Amount Due]**.

The breakdown of these charges is as follows:

- Unpaid Rent: \$[Amount]
- Late Fees: \$[Amount]
- Cleaning Fees: \$[Amount]
- Repairs/Damages: \$[Amount]
- Other (Specify): \$[Amount]

Please submit payment in full by [Due Date]. Payment can be made via [Payment Method: e.g., Check, Online Portal, Money Order].

If you have any questions regarding these charges or if you believe this notice has been sent in error, please contact me immediately at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]