

Date: [Current Date]

To: [Tenant Name]

Address: [Last Known Address or Current Address]

Subject: NOTICE OF UNPAID BALANCE - BROKEN LEASE

Dear [Tenant Name],

Our records indicate that there is an outstanding balance of \$[Amount Owed] remaining on your account regarding the lease agreement for the property located at [Property Address].

This balance is the result of a broken lease agreement dated [Lease Start Date] through [Lease End Date]. The total amount due includes the following:

- Unpaid Rent: \$[Amount]
- Early Termination Fees: \$[Amount]
- Property Damages (beyond normal wear and tear): \$[Amount]
- Other Fees (Cleaning, Legal, etc.): \$[Amount]

Please remit the full payment of \$[Total Amount] by [Due Date] to avoid further collection efforts, which may include reporting this debt to national credit bureaus or pursuing legal action.

Payment should be sent to:

[Company/Landlord Name]

[Payment Address]

[City, State, Zip Code]

If you have already made this payment or if you believe this balance is in error, please contact our office immediately at [Phone Number] or [Email Address] to provide documentation.

Sincerely,

[Your Name/Management Name]

[Title]

[Company Name]