

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

[Date]

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

Subject: FIRST NOTICE - OUTSTANDING RENT BALANCE

Dear [Tenant Name],

This letter serves as a formal reminder that we have not received your full rent payment for the period of [Month/Year]. According to our records, your account currently shows an outstanding balance of \$[Amount].

Breakdown of Charges:

- Base Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]
- **Total Due: \$[Total Amount]**

Please submit the total amount due by [Due Date] to avoid additional late fees or further collection actions. Payments can be made via [Payment Method, e.g., Online Portal, Check, etc.].

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

Thank you for your prompt attention to this balance.

Sincerely,

[Your Signature]
[Your Printed Name]