

## **FINAL NOTICE BEFORE LEGAL ACTION**

Date: [Current Date]

To: [Tenant Name]

Property Address: [Property Address]

Unit Number: [Unit Number]

Dear [Tenant Name],

This letter serves as a final formal demand for the unpaid balance on your account regarding the property listed above. Despite previous notices, our records indicate that your account remains delinquent.

**Total Amount Overdue: \$[Amount Owed]**

This balance includes:

- Unpaid Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]

You are hereby requested to make payment in full by [Deadline Date]. Payment must be made via [Accepted Payment Methods].

Failure to settle this debt or contact our office to establish a payment plan by the date mentioned above will result in further action. This may include:

- Referral of your account to a professional debt collection agency.
- Reporting the delinquency to national credit bureaus.
- Initiating legal proceedings in small claims court to recover the debt, including court costs and legal fees.

Please disregard this notice if payment has already been sent.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]

[Email Address]