

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

[Date]

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

Re: Notice of Incomplete Rent Payment - [Property Address]

Dear [Tenant's Name],

I am writing to acknowledge receipt of your rent payment for the period of [Month/Year] in the amount of \$[Amount Received], received on [Date].

According to your lease agreement, the total monthly rent due is \$[Total Rent Due]. Your recent payment indicates a shortfall of \$[Balance Owed].

Please be advised that your rent account currently shows an outstanding balance. I request that you remit the remaining balance of \$[Balance Owed] by [Date] to bring your account up to date.

If you believe this is an error or if you have already sent the remaining funds, please contact me immediately at [Your Phone Number]. If you are experiencing financial hardship, please reach out so we can discuss a payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]