

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Rental Address]

RE: ACKNOWLEDGMENT OF PARTIAL RENT PAYMENT AND WARNING OF DELINQUENCY

Dear [Tenant Name],

This letter acknowledges that we received a payment of \$[Amount Paid] on [Date Received] for the rental period of [Month/Year].

According to your lease agreement, the total rent due for this period is \$[Total Rent Due]. This leaves an outstanding balance of **\$[Remaining Balance]**, which was due on [Original Due Date].

Please be advised that while we have accepted this partial payment, it does not waive your obligation to pay the full amount due. The remaining balance must be paid in full by [Deadline Date/Time] to avoid further action.

Failure to pay the remaining balance may result in:

- Late fees as specified in your lease agreement.
- The issuance of a formal Pay or Quit notice.
- Legal proceedings for eviction.

If you have already sent the remaining balance, please disregard this notice. If you are experiencing financial hardship, please contact the management office immediately at [Phone Number] to discuss this matter.

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]

[Phone Number]