

Date: [Date]

TO:

[Former Tenant Name]

[Last Known Address]

[City, State, Zip Code]

FROM:

[Landlord/Property Management Name]

[Address]

[Phone Number]

RE: NOTICE OF UNPAID DEBT AND TRANSFER TO COLLECTIONS

Dear [Former Tenant Name],

This letter serves as formal notification regarding the outstanding balance on your account related to the lease agreement for the property located at [Rental Property Address].

As per the terms of your lease agreement, a lease break penalty was assessed following your early termination of the contract on [Date of Move Out]. Despite previous attempts to contact you, the following balance remains unpaid:

- Lease Break Fee/Penalty: \$[Amount]
- Unpaid Rent: \$[Amount]
- Cleaning/Repair Damages: \$[Amount]
- Less Security Deposit Applied: -(\$[Amount])
- **TOTAL AMOUNT DUE: \$[Total Amount]**

Please be advised that because this balance is more than [Number] days past due, your account has been officially transferred to a third-party collection agency:

Collection Agency Name: [Agency Name]

Agency Phone Number: [Agency Phone]

Account Reference Number: [Reference Number]

Further communication regarding the payment of this debt must now be directed to the collection agency listed above. Please be aware that placement with a collection agency may negatively impact your credit rating.

Sincerely,

[Name]

[Title/Property Name]