

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

[Date]

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

RE: FINAL DEMAND FOR UNPAID RENT - [Property Address]

Dear [Tenant's Name],

This letter serves as a formal final demand for the outstanding rent balance for the period of [Month/Year].

On [Date], you submitted a partial rent payment of \$[Amount Paid]. This left an unpaid balance of \$[Balance Amount], which you deducted without prior written authorization or legal justification. Please be advised that under the terms of your lease agreement dated [Lease Start Date], rent must be paid in full without unauthorized offsets or deductions.

The total amount currently due is: **\$(Total Amount Owed)** (including any applicable late fees as per the lease agreement).

Demand is hereby made for the payment of the aforementioned balance to be received no later than [Deadline Date]. Payment should be made via [Payment Method].

Failure to remit the full payment by the specified deadline will leave me with no alternative but to initiate formal legal proceedings to recover the debt and/or commence eviction proceedings. This may result in additional costs, including legal fees and court costs, for which you will be held liable.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]