

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Full Property Address]

Subject: Notice of Electronic Ledger Update and Payment Failure

Dear [Tenant Name],

This letter is to inform you that your electronic tenant ledger has been updated for the current period. Upon reviewing our records, we have identified a failure in your most recent rent payment.

Transaction Details:

- **Due Date:** [Insert Date]
- **Expected Amount:** \$[Insert Amount]
- **Status:** Failed / Unpaid
- **Current Outstanding Balance:** \$[Insert Total Balance]

According to the terms of your lease agreement, rent is due on the [Insert Day] of each month. Please address this outstanding balance immediately to avoid further action or late fees as outlined in your contract.

Required Action:

Please submit the full payment of \$[Insert Total Balance] by [Insert Deadline Date] via [Insert Payment Method, e.g., Online Portal/Bank Transfer].

If you have already made this payment, please provide a copy of your transaction receipt so we can update your ledger accordingly. If you are experiencing technical difficulties with the payment portal, please contact us immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Management Name]

[Your Phone Number]

[Your Email Address]