

[Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: Notice of Past Due Balance

Dear [Tenant Name],

This letter is to inform you that your tenant account currently has an outstanding balance of \$[Total Amount Due].

Attached to this letter, you will find a detailed Tenant Ledger Statement. This document outlines all charges, payments, and fees applied to your account as of [Current Date]. Our records indicate that the following amounts remain unpaid:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]

Please review the attached statement carefully. We request that you submit the total balance due by [Payment Due Date] to bring your account back into good standing. Payments can be made via [Payment Method/Online Portal].

If you have already sent your payment, please disregard this notice. If you believe there is an error in the ledger or if you are experiencing financial difficulties and need to discuss a payment plan, please contact the management office immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]