

[Sender Name/Property Management Name]  
[Sender Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

**RE: Notice of Returned Payment and Updated Account Balance**

Dear [Tenant Name],

This letter is to inform you that your rent payment in the amount of \$[Original Payment Amount] submitted on [Date Payment Made] has been returned by the bank unpaid due to [Reason: e.g., Insufficient Funds/Account Closed].

As a result, your rent for the month of [Month] is currently unpaid. Additionally, per your lease agreement, the following charges have been added to your account:

- Returned Payment Fee: \$[Fee Amount]
- Late Fee (if applicable): \$[Late Fee Amount]

**Your updated account balance is: \$[Total Amount Due]**

Please provide a replacement payment for the total balance immediately. To ensure successful processing, we require this payment to be made via [Payment Method: e.g., Cashier's Check, Money Order, or Online Portal].

If you have already sent a replacement payment, please disregard this notice. If you have any questions regarding this balance, please contact our office at [Phone Number].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Title/Role]