

Date: [Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Return of [Item Name] and Outstanding Late Fees

Dear [Tenant Name],

This letter is to formally acknowledge that we have received the [Item Name, e.g., keys, gate remote, equipment] returned by you on [Date Item Was Returned].

However, according to our records, there is still an outstanding balance on your account regarding unpaid late fees. The details of the overdue amount are as follows:

- **Late Fee Period:** [Month/Date Range]
- **Amount Due:** \$[Amount]
- **Original Rent Due Date:** [Date]

Please remit the total payment of \$[Amount] by [Due Date] to bring your account into good standing. You may make this payment via [Payment Method, e.g., online portal, check, or money order].

If you have already sent this payment, please disregard this notice. If you believe there is an error regarding these charges, please contact the management office at [Phone Number] or [Email Address] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Company]

[Contact Information]