

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

Re: Notice of Balance Due - [Property Address]

Dear [Tenant Name],

This letter acknowledges receipt of your payment in the amount of \$[Amount Paid], received on [Date Received].

Please be advised that this payment does not cover the full amount due for the current rental period. Your total monthly rent is \$[Total Rent Due]. As of today, your account shows a remaining balance of \$[Balance Remaining].

The outstanding balance is due immediately. According to your lease agreement, a late fee of \$[Late Fee Amount] [has been / will be] applied to your account if the full balance is not received by [Late Fee Deadline Date].

Please submit the remaining balance of \$[Total Amount Owed] via [Accepted Payment Method] as soon as possible to avoid further action.

If you believe there is an error or have already sent the remaining funds, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]
[Company Name]