

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Full Property Address]

Subject: Notice of Grace Period Expiration - Partial Rent Balance Due

Dear [Tenant Name],

This letter is to notify you that the grace period for your rent payment for the period of [Month/Year] has expired as of [Insert Date].

According to our records, we received a partial payment of \$[Amount Paid]. However, a remaining balance of \$[**Balance Amount**] is still outstanding.

Please be advised of the following:

- A late fee of \$[Late Fee Amount] has been applied to your account.
- The total amount now due is \$[Total Amount Due].

Please remit the total outstanding balance immediately to avoid further action or additional late charges. You can make your payment via [Insert Payment Method, e.g., Online Portal, Check, etc.].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Manager Name]

[Property Management Company Name]

[Contact Information]