

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**Subject: NOTICE OF UNPAID RENT BALANCE AND LATE FEES**

Dear [Tenant Name],

This letter serves as a formal reminder regarding your rent payment for the period of [Month/Year].

We acknowledge receipt of your partial payment in the amount of \$[Amount Paid] received on [Date]. However, according to our records, there is still an outstanding balance on your account.

The breakdown of the amount currently owed is as follows:

- Remaining Rent Balance: \$[Amount]
- Late Fee Charge: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Per your lease agreement, rent is due on the [Due Date] of each month. Because the full balance was not received by the end of the grace period, a late fee has been applied.

Please remit the total balance of \$[Total Amount] by [Due Date for Payment] to bring your account up to date. Payments can be made via [Payment Method].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Property Manager Name]

[Property Management Company Name]

[Contact Information]