

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**RE: Notice of Partial Rent Payment and Outstanding Balance**

Dear [Tenant's Name],

This letter is to acknowledge that we received your partial rent payment of \$[Amount Paid] on [Date Received] for the rental period of [Month/Year].

As per your lease agreement, the total monthly rent is \$[Total Monthly Rent]. This leaves an unpaid remaining balance of \$[Remaining Balance] for the current period.

Please be advised that this balance is due immediately. According to our records, the following fees may also apply:

- Late Fee: \$[Amount]
- Total Amount Now Due: \$[Total Balance with Fees]

Please submit the remaining balance by [Date] to avoid further late charges or legal action. If you have already sent the remaining payment, please disregard this notice.

If you are experiencing financial difficulties, please contact our office as soon as possible to discuss a payment arrangement.

Sincerely,

[Your Signature]  
[Your Printed Name]