

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Notice of Incomplete Rent Payment

Dear [Tenant Name],

This letter is to inform you that we have received a partial payment for your rent due on [Date Rent Was Due].

The details of your account are as follows:

- Total Monthly Rent Due: \$[Amount]
- Amount Received: \$[Amount]
- **Remaining Balance Due: \$[Amount]**

Please be advised that per your lease agreement, rent must be paid in full by the due date. The remaining balance of \$[Amount] must be paid immediately to avoid further action or late fees.

If you have already sent the remaining balance, please disregard this notice. If you believe there is an error in our records, please contact the management office at [Phone Number] or [Email Address] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Property Manager Name]

[Property Management Company Name]

[Contact Information]