

Date: [Insert Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: Notice of Shortfall in Rent Payment

Dear [Tenant Name],

This letter is to inform you that we received your rent payment for the period of [Insert Month/Year] on [Insert Date]. However, there appears to be a shortfall in the amount paid.

The details of the payment are as follows:

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

Please remit the remaining balance of \$[Insert Amount] by [Insert Date] to ensure your account is brought up to date. If you have already sent the remaining funds, please disregard this notice.

If you believe there has been an error or if you are experiencing financial difficulties, please contact me immediately at [Insert Phone Number] or [Insert Email Address] so we can discuss the matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name/Property Manager Name]

[Landlord/Company Name]