

[Property Management Company Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Tenant Name]  
[Tenant Street Address]  
[City, State, Zip Code]

**RE: Notice of Remaining Balance Due - [Property Address / Unit Number]**

Dear [Tenant Name],

This letter is to inform you that there is an outstanding balance on your account for the property located at [Property Address].

As of [Current Date], our records indicate a total remaining balance of **[\$Amount Due]**.

The breakdown of this balance is as follows:

- [Description of Charge 1, e.g., Unpaid Rent for Month]: **[\$Amount]**
- [Description of Charge 2, e.g., Late Fees]: **[\$Amount]**
- [Description of Charge 3, e.g., Utility Recharges]: **[\$Amount]**

Please submit the full payment of **[\$Amount Due]** by [Due Date] to avoid further late fees or potential legal action as outlined in your lease agreement.

**Payment Options:**

- Online Portal: [Link to Website]
- By Mail: Please send a check or money order to the address listed at the top of this letter.
- In Person: [Office Hours and Location]

If you have already made this payment, please disregard this notice. If you believe there is an error in our records or if you need to discuss a payment plan, please contact our office immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name / Property Manager Name]  
[Property Management Company]