

[Date]
[Tenant Name]
[Property Address]
[Unit Number]

RE: NOTICE OF LATE FEE - SECURITY DEPOSIT INSTALLMENT

Dear [Tenant Name],

This letter serves as a formal notice that we have not received your security deposit installment that was due on [Due Date] in the amount of \$[Installment Amount].

According to the terms of your lease agreement, a late fee of \$[Late Fee Amount] has now been applied to your account. Your total outstanding balance for this installment is now \$[Total Amount Due].

Please submit the total payment of \$[Total Amount Due] immediately to avoid further action or a violation of your lease terms. Payment can be made via [Payment Method].

If you have already sent this payment, please disregard this notice. If you have any questions regarding this balance, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]
[Company Name]
[Contact Information]