

DATE: [Current Date]

TO:

[Tenant Name]
[Property Address]
[Unit Number]
[City, State, Zip Code]

FROM:

[Property Manager/Company Name]
[Management Address]
[Phone Number]

RE: FORMAL DEMAND FOR PAYMENT - URGENT NOTICE

Dear [Tenant Name],

This letter serves as a formal demand for payment regarding the past-due balance on your account for the property located at [Property Address].

As of [Date], our records indicate that your account is delinquent in the total amount of **[\$Amount Owed]**. This balance consists of the following:

- Unpaid Rent: **[\$Amount]** (Period: [Date Range])
- Late Fees: **[\$Amount]**
- Other Charges: **[\$Amount]** (Description: [Reason])

Please be advised that this is a serious matter. You are required to pay the full amount of **[\$Amount Owed]** by [Deadline Date] to bring your account into good standing.

NOTICE OF LEGAL INTENT:

Failure to remit payment or contact our office to establish a Board-approved payment plan by the deadline stated above will result in immediate further action. This may include, but is not limited to:

1. The commencement of formal eviction proceedings.
2. Referral of this debt to a third-party collection agency.
3. Legal action to recover the balance, including court costs and attorney fees.
4. Reporting of the delinquency to credit bureaus.

Please remit payment immediately via [Payment Method: Online Portal/Office Check/etc.]. If you have already sent payment, please provide proof of payment to our office immediately so we may update our records.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Property Management Company Name]