

Date: [Current Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

FROM:

[Landlord/Company Name]

[Address]

[City, State, Zip Code]

[Phone Number]

RE: NOTICE OF DEBT - BROKEN LEASE PENALTY

Dear [Debtor Name],

This letter serves as formal notice regarding an outstanding balance owed for the breach of your lease agreement dated [Lease Start Date] for the property located at [Property Address].

Our records indicate that the lease was terminated prematurely on [Termination Date]. Per the terms of the signed agreement, a broken lease penalty has been assessed as follows:

- Early Termination Fee: \$[Amount]
- Unpaid Rent (if applicable): \$[Amount]
- Other Damages/Fees: \$[Amount]
- **TOTAL AMOUNT DUE: \$[Total Amount]**

Please remit payment in full by [Due Date] to avoid further action. Payments can be made via [Payment Method/Portal].

Failure to settle this debt or contact our office to establish a payment plan may result in this account being referred to a third-party collection agency or the initiation of legal proceedings. This may negatively impact your credit rating.

If you believe this amount is incorrect or have already made payment, please provide written documentation within ten (10) days of receiving this notice.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]