

FINAL DEMAND FOR PAYMENT

Date: [Current Date]

To: [Tenant Name]

Address: [Tenant Address]

City, State, Zip: [City, State, Zip]

RE: NOTICE OF OUTSTANDING BALANCE FOR PROPERTY: [Rental Property Address]

Dear [Tenant Name],

This letter serves as a formal final demand for the outstanding balance owed on your account for the property mentioned above. Despite previous notices, our records indicate that your account remains delinquent.

The total amount currently due is: **[\$Total Amount Owed]**

A breakdown of the charges is as follows:

- Unpaid Rent: **[\$Amount]**
- Late Fees: **[\$Amount]**
- Damages/Other Charges: **[\$Amount]**
- Less Security Deposit Applied: **-\$[Amount]**

You are hereby requested to make full payment of **[\$Total Amount Owed]** by no later than [Due Date/Number of Days, e.g., 10 days from the date of this letter].

Payment should be made via [Payment Method: e.g., Certified Check, Money Order, Online Portal] and delivered to:

[Landlord/Company Name]

[Payment Address]

[City, State, Zip]

Failure to remit payment by the specified date will result in immediate further action. This may include, but is not limited to, referring your account to a professional debt collection agency and/or initiating legal proceedings in small claims court. These actions may negatively impact your credit rating and result in additional costs for which you will be held liable.

If you have already sent payment, please disregard this notice. If you wish to discuss a payment plan, please contact us immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Company Name]