

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: NOTICE OF UNPAID BALANCE - PROPERTY DAMAGE

Dear [Recipient Name],

This letter is to formally request payment for the outstanding balance regarding damages caused to the property located at [Property Address] on [Date of Incident].

On [Date], you were provided with an itemized statement detailing the repairs required and the total costs incurred. According to our records, the following balance remains unpaid:

- **Total Repair Costs:** \$[Amount]
- **Less Security Deposit/Prior Payments:** - \$[Amount]
- **Total Balance Due:** \$[Remaining Amount]

Please remit the full payment of \$[Remaining Amount] by [Due Date] to avoid further collection efforts. Payment can be made via [Payment Method, e.g., Check, Bank Transfer, Online Portal].

If you have already sent your payment, please disregard this notice. If you have any questions or wish to discuss a payment plan, please contact me immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]