

Date: [Current Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

Unit Number: [Unit Number]

PAST DUE RENT BALANCE STATEMENT

Dear [Tenant Name],

This letter serves as a formal notice regarding the past due balance on your rental account for the property listed above. According to our records, your account is currently delinquent in the amount of **[\$[Total Amount Owed]]**.

Breakdown of Balance:

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

Total Balance Due: **[\$[Total Amount Owed]]**

Please submit the full payment by [Due Date] to bring your account into good standing. Payments can be made via [Payment Method, e.g., Online Portal, Check, Money Order].

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and need to discuss a payment plan, please contact our office immediately at [Phone Number] or [Email Address].

Failure to resolve this balance may result in further action according to your lease agreement and local housing laws.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]