

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

[Date]

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

RE: NOTICE OF OUTSTANDING LEASE BALANCE

Dear [Tenant Name],

This letter serves as a formal notification regarding an outstanding balance on your lease agreement for the property located at [Property Address].

According to our records, your account currently has an unpaid balance of **\$(Total Amount Due)**. This balance consists of the following:

- [Itemize e.g., Unpaid Rent for Month/Year]: \$[Amount]
- [Itemize e.g., Late Fees]: \$[Amount]
- [Itemize e.g., Utility Charges]: \$[Amount]

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

If you have already made this payment, please disregard this notice. If you believe there is an error in our records or if you are experiencing financial hardship and wish to discuss a payment plan, please contact me immediately at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]