

Date: [Current Date]

From:

[Landlord/Property Manager Name]

[Address]

[City, State, Zip Code]

To:

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: NOTICE OF OUTSTANDING BALANCE

Dear [Tenant Name],

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

As of [Date], our records indicate that there is an unpaid total of **[\$Total Amount Due]**. This balance is composed of the following:

- [Description of Charge, e.g., Unpaid Rent for October]: **[\$Amount]**
- [Description of Charge, e.g., Late Fee]: **[\$Amount]**
- [Description of Charge, e.g., Utility Reimbursement]: **[\$Amount]**

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

If you have already sent your payment, please disregard this notice. If you believe there is an error in this statement or if you are experiencing financial difficulties, please contact me immediately at [Phone Number] or [Email Address] to discuss the matter.

Thank you for your prompt attention to this balance.

Sincerely,

[Signature]

[Landlord/Property Manager Printed Name]