

**Date:** [Date]

**Tenant Name:** [Tenant Name]

**Forwarding Address:** [Tenant Forwarding Address]

**RE: Notice of Outstanding Balance for Property Damages**

Dear [Tenant Name],

This letter serves as a formal statement regarding the outstanding balance owed for repairs and damages identified following your move-out on [Move-out Date] from the property located at: **[Rental Property Address]**.

After applying your security deposit of \$[Amount] to the total costs, an outstanding balance remains. Below is a summary of the charges:

<b>Description of Damage/Repair</b>	<b>Cost</b>
[Item 1, e.g., Carpet Cleaning]	[\$[Amount]]
[Item 2, e.g., Wall Repair/Painting]	[\$[Amount]]
[Item 3, e.g., Broken Window]	[\$[Amount]]
<b>Total Repair Costs</b>	<b>[\$[Total Amount]]</b>
Less Security Deposit Held	(\$[Deposit Amount])
<b>TOTAL BALANCE DUE</b>	<b>[\$[Final Balance]]</b>

Please remit the total balance due of **[\$[Final Balance]]** by [Due Date]. Payment can be made via [Payment Method, e.g., Check, Online Portal, Money Order].

Failure to pay this balance or contact us to arrange a payment plan by the date above may result in this account being referred to a collection agency or further legal action.

If you have any questions regarding these charges, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]