

[Date]

[Tenant Name]  
[Business Name]  
[Property Address]  
[Suite/Unit Number]

**RE: NOTICE OF OUTSTANDING MAINTENANCE BALANCE**

Dear [Tenant Name],

This letter is to formally notify you that there is an outstanding balance on your account regarding commercial property maintenance services for the premises located at [Property Address].

According to our records, the following invoices remain unpaid:

- Invoice #[001] - Date: [Date] - Amount: \$[0.00]
- Invoice #[002] - Date: [Date] - Amount: \$[0.00]

**Total Overdue Balance: \$[0.00]**

Please remit payment in full by [Due Date] to avoid any further action or late fees as outlined in your lease agreement. If payment has already been sent, please disregard this notice.

Payments can be made via [Payment Method/Online Portal/Check].

If you have any questions regarding these charges or wish to discuss a payment plan, please contact the management office immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager]  
[Company Name]  
[Contact Information]