

Date: [Insert Date]

To: [Tenant Name]

Address: [Tenant Property Address]

Unit Number: [Unit Number]

Subject: Notice of Outstanding Penalty Balance

Dear [Tenant Name],

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

According to our records, the following penalty charges have been applied to your account and remain unpaid:

- **Type of Penalty:** [e.g., Late Rent Fee / Lease Violation Fee]
- **Date Incurred:** [Insert Date]
- **Penalty Amount:** \$[Amount]
- **Total Outstanding Balance:** \$[Total Amount Due]

Pursuant to Section [Insert Section Number] of your signed Lease Agreement, these penalties are due immediately. Please remit the total amount of \$[Total Amount Due] by [Insert Due Date] to avoid further action or additional late fees.

Payment Instructions:

Please make checks payable to [Payee Name] or pay via [Online Portal/Payment Method].

If you have already made this payment, please disregard this notice. If you believe there is an error regarding this balance, please contact our office at [Phone Number] or [Email Address] within [Number] days.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord or Property Manager Name]

[Company Name]

[Contact Information]