

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

**RE: NOTICE OF UNPAID RENT AND LATE FEE DEDUCTION**

Dear [Tenant's Name],

This letter serves as formal notice regarding the unpaid balance for the rental property located at [Rental Property Address].

As of [Date], our records indicate that the rent payment for the period of [Month/Period] was not received in full by the due date. Consequently, the following charges have been applied to your account:

- Unpaid Rent Amount: \$[Amount]
- Late Fee Charge: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

If you have already vacated the property, please be advised that these outstanding amounts will be deducted from your security deposit, as permitted under the terms of your lease agreement and local laws. If the security deposit does not cover the full amount, you will remain liable for the remaining balance.

If you are still occupying the premises, please remit the total balance due immediately to avoid further action, which may include legal proceedings or eviction.

If you believe this notice is in error or if you have already made this payment, please provide proof of payment to our office immediately.

Sincerely,

[Your Signature]

[Your Printed Name]