

# Notice for Unpaid Rent Balance

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice regarding your unpaid rent balance for the property located at [Property Address]. According to our records, your rent payment for the month of [Insert Month] is currently overdue in the amount of [Insert Amount].

Please be reminded that the rent was due on [Due Date], and as of today, the total outstanding balance is [Total Amount Due]. We kindly request that you make the necessary payment by [Final Payment Date] to avoid any late fees or further action.

Thank you for your prompt attention to this matter. Should you have any questions or wish to discuss this further, please feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]

[Your Contact Information]