

Notice of Unpaid Rent Balance

Dear [Tenant's Name],

This letter serves as a formal notification regarding your unpaid rent balance for the rental property located at [Property Address]. Our records indicate that as of [Date], you have an outstanding balance of [Amount Due].

We kindly ask you to make the necessary payment by [Due Date] to avoid any further action or late fees. If you have already made this payment or believe this notice is in error, please contact us immediately.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Title/Position]
[Property Management Company Name]
[Contact Information]