

Rent Payment Shortage Notice

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

To: [Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to inform you that we have not received the full rent payment for the month of [Insert Month and Year]. According to our records, the amount received was [Insert Received Amount], whereas the total rent due is [Insert Total Rent Amount]. This results in a shortage of [Insert Shortage Amount].

Please make arrangements to pay the outstanding amount by [Insert Due Date]. If you have already made the payment or believe this notice has been sent in error, please contact me immediately to resolve the issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]