

Notice of Balance Due

DATE: _____

TENANT NAME: _____

TENANT ADDRESS: _____

Hello,

According to my records you have a balance due of \$ _____. Please pay this amount as soon as possible.

If your account is not brought current by the date your next rent payment is due, I will return your partial payment and assess late fees.

Please take this opportunity to bring your balance current. If there is a problem of which I am unaware, please bring it to my attention upon receiving this letter.

Best Regards,
