

NOTICE OF CURRENT RENT BALANCE LETTER

_____[Landlord's Name]
_____[Landlord's Address]
_____[City, State, Zip]
_____[Landlord's Phone]
_____[Landlord's Email]

_____[Date]

_____[Tenant's Name]
_____[Tenant's Address]
_____[City, State, Zip]
_____[Tenant's Phone]
_____[Tenant's Email]

Dear _____ [Tenant's Name],

This letter is to formally notify you of the current rent balance due for the property located at _____, _____ [Property Address].

As of the date of this notice, the following amounts are outstanding:

- Rent Due: \$ _____
- Late Fees (if applicable): \$ _____
- Other Charges (if applicable): \$ _____
- Total Amount Due: \$ _____

Please ensure that the full rent balance as stated above is paid by the due date of _____ [Due Date]. If you are unable to make payment by this date, or if you believe this balance is incorrect, kindly contact me at _____ [Landlord's Phone] or _____ [Landlord's Email] to discuss your options or to provide proof of payment.

Failure to pay the outstanding rent balance by the due date may result in further action, as outlined in the lease or rental agreement including but not limited to late fees or potential legal action.

We appreciate your prompt attention to this matter and look forward to resolving it as soon as possible.

Sincerely,

_____[Landlord's Signature]
_____[Landlord's name]

