

[Your Name or Business Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Subject: Debt Collection Notice

Dear [Tenant's Name],

This notice serves as a formal notification regarding your outstanding rent balance of \$[amount] as of [due date]. Our records indicate that the payment was due on [specific date], and we have not yet received the payment.

Please be aware that this amount is now overdue. We kindly request that you remit payment by [final payment date] to avoid additional fees and potential legal action.

Payment can be made via [list accepted payment methods]. Please ensure that your payment references your tenant account to expedite processing. If you believe this notice is in error or if you would like to discuss your balance, please contact us at [phone number] or [email address] as soon as possible.

We value you as a tenant and hope to resolve this matter promptly.

Sincerely,

[Your Name]

[Title/Position]

[Company Name, if applicable]