**RENT DUE NOTICE**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020

*Insert all leaseholder names*

*Street Address*, Apt. Number \_\_\_\_

*City*, Colorado *Zip Code*

 **RE: Your balance due and continued obligation to pay your rent on time.**

Dear *Insert all leaseholder names*:

 You are currently in default of your obligation concerning the payment of rent and other sums due under the terms of your lease as follows:

 **PREVIOUS BALANCE DUE UNDER LEASE (if applicable): $ \_\_\_\_\_\_\_\_\_\_\_**

 **TOTAL RENT DUE UNDER LEASE FOR \_\_\_\_\_\_\_\_\_\_ 1, 2020 $ \_\_\_\_\_\_\_\_\_\_\_**

 **UTILITIES $ \_\_\_\_\_\_\_\_\_\_\_**

 **OTHER AMOUNTS DUE (*Describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*: $ \_\_\_\_\_\_\_\_\_\_\_**

 **TOTAL DUE: $ \_\_\_\_\_\_\_\_\_\_\_**

 We encourage you to make prompt payment. If you require payment arrangement or have any questions, please contact us at: *insert how you want the resident to contact you*.

Sincerely,

*Insert Landlord Name*