

Date _____ Community Name/Number _____

Resident(s) _____

Street Address _____ Apt. Number _____

City, State, Zip _____

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

Dear _____:

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: _____.

Sincerely,
