**NOTICE OF CURRENT RENT BALANCE**

[LANDLORD'S NAME]

[LANDLORD'S ADDRESS]

[LANDLORD'S CONTACT]

Date: [DATE]

**RE: YOU HAVE A RENT BALANCE OF $****[RENT BALANCE]**

Dear [TENANT'S NAME],

With this letter, you are hereby notified of your rent balance as of the date of this notice. Therefore, this letter represents a demand of immediate payment of your current balance in the amount of $[RENT BALANCE] ***due immediately***.

A breakdown of the balance owed is as follows: [BREAKDOWN OF AMOUNT OWED]

This is a serious matter that requires your urgent attention. If you fail to perform, we will consider legal proceedings to recover rent and possession of said premises which would result in a judgment against you including costs and necessary disbursements.

Please make contact to arrange payment as soon as possible.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)