

# NOTICE OF CURRENT RENT BALANCE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**RE: YOU HAVE A RENT BALANCE OF \$**\_\_\_\_\_

Dear \_\_\_\_\_,

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 \$\_\_\_\_\_ ***due immediately.***

A breakdown of the balance owed is as follows: \_\_\_\_\_

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,

\_\_\_\_\_

