

DATE: _____

TENANT NAME: _____

TENANT ADDRESS: _____

Re: Balance Owed after Move-Out –

PROPERTY ADDRESS: _____

Hello,

Enclosed please find a copy of your move-out statement. According to our records, you have a balance due of \$_____ which is described in the attached move out statement. Please make payment of the total amount due
to

MANAGER NAME: _____

at

MANAGER ADDRESS: _____.

If the total amount due is not received within 30 days, then your account will be placed in collections.

Please take this opportunity to bring your balance current. If there is a problem of which we are unaware, please bring it to our attention upon receiving this letter.

Sincerely,
