

RENT DEFICIENCY NOTICE

Date: _____

Address: _____

Dear _____,

This notice is to inform you that your full rent of \$_____ for _____ was not received. An invoice of all rent due and paid is attached.

A late charge in the amount of \$30 is now due in addition to your rent deficiency.

Please remit the balance of your unpaid rent plus applicable late fees in the amount of \$_____ by _____ to bring your account current and **to avoid further enforcement action.**

Please make all payments payable to:

If this matter has been tended to, please disregard this notice and consider it a thank you for your cooperation.

Sincerely,

Manager