



RENT DEFICIENCY NOTICE

Date: _____

Address: _____

Dear _____,

This notice is to inform you that your full rent payment of \$_____ for _____ was **not** received. A *partial* rent payment was received on _____.

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

Please remit the balance of your unpaid rent in the amount of \$_____ plus any late fees listed above as soon as possible in order to bring your account current and keep your lease in full force. Enclosed is a pre-addressed envelope for your convenience.

Please make all *late charge* 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