

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

Your rental account is showing that you owe \$_____ for the following reason:

1. Paid wrong amount of rent for _____.
Your rent was \$_____, and you paid \$_____ with check # _____.
2. Did not pay air conditioner charge for _____.
3. Did not receive rent for _____.
4. Did not pay the charge for an insufficient check returned in _____.
5. Other _____.

Please send a check for \$_____ payable to «mgmt_company». If you have any questions, please contact this office.

Thank you,

«mgmt_company»
Accounting Department