

«today»

«full\_name»

«address\_line1»

«address\_line2»

«address\_line3»

«city», «state» «zip»

Dear «full\_name»:

**This is our final attempt** to collect the money that you owe us for tenant damages.

On \_\_\_\_\_ we sent a letter to you to either pay in full or make time payments on the enclosed invoice. To date we have not received payment or any contact from you to request a payment plan on the amount due.

Please remit payment within 10 days from the receipt of this letter. If payment is not received or if you do not contact this office to arrange for time payments, we will proceed with an eviction to terminate your lease.

If you have any questions, please contact me.

Thank you,

«rental\_agent»

«mgmt\_company»