

**COLLECTION NOTICE**

«today»

«full\_name»  
«address\_line1»  
«address\_line2»  
«city», «state» «zip»

Dear «full\_name»:

Our records indicate that you are past due on your rent payments at «community\_description». Late payment charges are being assessed to your account. If we do not hear from you by «today\_plus\_14», your account will be turn over to an attorney and the eviction process will be commenced.

As of the date of this letter, your total amount due is «total»

«charge_type_desc_1»	«balance_1»
«charge_type_desc_2»	«balance_2»
«charge_type_desc_3»	«balance_3»
«charge_type_desc_4»	«balance_4»
«charge_type_desc_5»	«balance_5»

Total Due: «total»

This will be the last opportunity to remedy the situation. Please contact our Accounts Receivable Department:

«mgmt\_company»  
«mgmt\_company\_address1»  
«mgmt\_company\_address2»  
«mgmt\_company\_city»  
«mgmt\_company\_state»«mgmt\_company\_zip»  
«mgmt\_company\_phone»

Payment is due by «today\_plus\_14». If payment is not received by this date, «mgmt\_company» will proceed with legal procedures and your housing may be in jeopardy.

Sincerely,

«rental\_agent»  
«mgmt\_company»