

«today»

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

RE: 10-Day Notice Before Collections on Delinquent Account

Dear «full_name»:

This is our final attempt to collect the money that you owe us for unpaid rent and other charges. The current amount owed is «eviction_money_due».

You have been previously notified in writing that if the balance due on your account was not paid in full, your account would be forwarded to a collection agency. To date we have not received payment, or any contact from you to request a payment plan on the amount due.

Please remit **full-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, the balance due will be forward to a collection agency for further action. At which time, the amount due will be listed on your credit report as “Collection Account”.

To avoid having your credit report affected by this balance, please remit payment immediately.

If you have any questions, please contact me.

Thank you,

«rental_agent»
«mgmt_company»