
Enclosed is an accounting that outlines what you owed when you moved out and the expenses incurred in returning the property to rent-able condition.

Please remit funds for the total amount within the next ten days. If you do not pay, Owner/Agent has the right to enforce this debt by taking you to court or turning this debt over to collections.

If you have difficulty paying this amount, Owner/Agent may be willing to accept payments. Enclosed is a Promissory/Installment Note, allowing you to pay the amount you owe in payments. Please sign the agreement where indicated and return.

Sincerely,

Owner/Agent

Address

City/State/Zip

Email

Date Mailed

Rental Address

SAMPLE

Enclosure



SAMPLE

This page is intentionally left blank