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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

