

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Property Address]

RE: NOTICE OF RENT ARREARS AND PAYMENT OPTIONS

Dear [Tenant Name],

This letter is to formally notify you that your rent account is currently in arrears. As of [Insert Date], the total outstanding balance is **[\$[Insert Amount]]**.

We understand that financial difficulties can happen. However, it is important that we resolve this matter immediately to avoid further action. Please review the following options available to you to rectify this default:

- **Option 1: Full Payment.** Pay the total outstanding balance of **[\$[Insert Amount]]** by [Insert Date].
- **Option 2: Payment Plan.** Propose a formal repayment schedule to pay off the arrears in installments alongside your regular rent.
- **Option 3: Hardship Discussion.** Contact us immediately to discuss any specific financial hardships that are preventing payment so we can seek a mutual solution.

Please be advised that continued failure to pay rent or failure to agree to a repayment plan may result in further action, which may include:

- Issuance of a formal Notice to Vacate / Termination Notice.
- An application to the [Insert Relevant Tribunal or Court] for eviction and debt recovery.
- Reporting the debt to a credit reporting agency or tenant database.

Please contact [Insert Name/Office] at [Insert Phone Number] or [Insert Email Address] by [Insert Deadline Date] to confirm which option you will be taking.

We look forward to resolving this matter promptly.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]