

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

RE: SECOND NOTICE - PAST DUE RENT

Dear [Tenant's Name],

This is a formal letter to notify you that your rent for the period of [Month/Year] is still outstanding. This is our second attempt to contact you regarding this balance.

As of today, your total balance due is \$[Amount], which includes the following:

- Monthly Rent: \$[Amount]
- Late Fee(s): \$[Amount]
- Other Charges: \$[Amount]

Your lease agreement requires rent to be paid on or before the [Date] of each month. Since we have not received your payment or a response to our first notice sent on [Date of First Notice], we request that you remit the full balance immediately.

Please deliver the payment to [Payment Location/Method] no later than [Deadline Date].

Failure to settle this debt or contact our office to discuss a payment arrangement may result in further action, including the commencement of legal proceedings or eviction, as permitted by your lease and local laws.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]