

[Date]
[Tenant Name]
[Property Address]
[Unit Number]

RE: NOTICE OF LATE RENT FEE ASSESSMENT

Dear [Tenant Name],

This letter serves as a formal notice that your rent payment for the period of [Month/Year], which was due on [Due Date], has not been received in full as of [Current Date].

According to the terms of your lease agreement, a late fee is assessed if rent is not paid by the [Number] day of the month. As a result, the following charges have been applied to your account:

- Past Due Rent Amount: \$[Amount]
- Late Fee Assessment: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please remit the total balance due immediately. Payment can be made via [Payment Method].

If you have already sent your payment, please disregard this notice. If you have any questions regarding this balance, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]
[Landlord/Company Name]