

[Date]

[Tenant Name]

[Tenant Address]

[Unit Number]

**RE: NOTICE OF EXPIRED GRACE PERIOD AND OVERDUE RENT**

Dear [Tenant Name],

This letter serves as a formal notification that the grace period for your rent payment due on [Due Date] has expired as of [Expiration Date].

According to our records, we have not yet received your payment for the current period. As per your lease agreement, the following amounts are now due immediately:

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

Please submit your payment immediately to avoid further action. Payments can be made via [Insert Payment Method - e.g., Online Portal, Check, etc.].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact our office at [Phone Number] or [Email Address] as soon as possible to discuss this matter.

Thank you for your prompt attention to this overdue balance.

Sincerely,

[Landlord/Property Manager Name]

[Property Management Company Name]

[Contact Information]