

[Landlord or Property Manager Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]
[City, State, Zip Code]

Subject: Late Rent Payment Receipt Confirmation

Dear [Tenant Name],

This letter is to formally acknowledge that we have received your rent payment for the period of [Month/Year].

Payment Details:

- **Date Received:** [Date]
- **Payment Amount:** \$[Amount]
- **Late Fee Applied:** \$[Amount]
- **Total Amount Paid:** \$[Total Amount]
- **Payment Method:** [Check/Cash/Online Transfer]

Please be advised that this payment was received after the due date of [Original Due Date]. While we have accepted this late payment, we kindly remind you that per your lease agreement, rent is due on the [Day] of each month.

Future late payments may result in further late fees or formal notices as outlined in your rental contract. If you are experiencing circumstances that may affect your ability to pay on time in the future, please contact us immediately.

Thank you for bringing your account up to date.

Sincerely,

[Landlord/Manager Signature]
[Printed Name]