

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

SUBJECT: FINAL NOTICE - OVERDUE RENT

Dear [Tenant Name],

This is a formal and final notice regarding your unpaid rent for the property located at [Insert Property Address].

According to our records, your account is currently past due in the amount of **[\$[Insert Total Amount Owed]]**. This balance includes rent for the following period(s):

- [Month/Year]: \$[Amount]
- Late Fees: \$[Amount]

Despite previous reminders, we have yet to receive your payment. Please be advised that this is your final opportunity to clear the outstanding balance before we take further action.

You are required to pay the full amount of \$[Insert Total Amount Owed] by [Insert Deadline Date].

Payment can be made via [Insert Payment Method, e.g., online portal, check, bank transfer].

Failure to settle this debt or contact us to arrange a payment plan by the deadline stated above will result in further legal proceedings. This may include the filing of an eviction lawsuit and/or the referral of your account to a collections agency, which may impact your credit score.

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

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]