

**DATE:** [Date]

**TO:** [Tenant Name(s)]

**ADDRESS:** [Property Address]

**RE: NOTICE OF PAST DUE RENT**

Dear [Tenant Name],

This letter is to inform you that your rent for the period of [Month/Year] was due on [Due Date] and has not yet been received.

According to our records, the following balance is currently outstanding:

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

Please submit the total balance due immediately. Payment can be made via [Payment Method, e.g., online portal, check, office drop-box].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact the management office at [Phone Number] or [Email Address] as soon as possible to discuss this matter.

Failure to settle this balance promptly may result in further action according to the terms of your lease agreement.

Sincerely,

[Your Name/Company Name]

[Property Management Signature]

[Contact Information]