

URGENT NOTICE OF OUTSTANDING RENT

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Full Property Address]

Dear [Tenant Name],

This letter serves as a formal notice that your rent for the period of [Insert Month/Period] is currently overdue. According to our records, the total amount outstanding is \$[Insert Amount].

Your rent was due on [Insert Due Date] and remains unpaid. Please be advised that failure to pay rent on time is a breach of your lease agreement.

We request that you make payment in full immediately via [Insert Payment Method].

If you have already sent this payment, please disregard this notice. If you are experiencing financial difficulties, please contact us immediately at [Insert Phone Number] to discuss a payment plan.

Failure to settle this balance or contact us by [Insert Deadline Date] may result in further action, including legal proceedings or the initiation of the eviction process.

Sincerely,

[Your Name/Landlord Name]

[Your Phone Number]

[Your Email Address]