

**Date:** [Date]

**To:** [Tenant Name]

**Property Address:** [Full Property Address]

**RE: NOTICE OF PAST DUE RENT AND PRE-EVICTION WARNING**

Dear [Tenant Name],

This letter is to formally notify you that your rent for the period of [Month/Period] is past due. As of today, our records indicate an outstanding balance of \$[Total Amount Owed].

**Breakdown of Charges:**

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]
- **Total Balance Due: \$[Total]**

Please be advised that this is a serious matter. Failure to pay the full balance or contact our office to arrange a payment plan by [Deadline Date] will result in the commencement of formal eviction proceedings.

Eviction filings may negatively impact your credit score and your ability to rent property in the future. We would prefer to resolve this matter without legal action.

Please remit payment immediately via [Payment Method] or contact [Landlord/Manager Name] at [Phone Number/Email] to discuss this notice.

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

Sincerely,

[Your Name/Signature]

[Landlord/Property Management Company Name]

[Contact Address]