

Date: [Date]

To: [Tenant Name]

Property Address: [Property Address, Unit Number]

RE: NOTICE OF LATE RENT PAYMENT

Dear [Tenant Name],

This letter is a formal reminder that your rent payment for the period of [Month/Year], in the amount of \$[Amount], was due on [Due Date]. As of today, our records indicate that we have not yet received your payment.

According to your lease agreement, a late fee of \$[Fee Amount] has been applied to your account. The total amount now due is \$[Total Amount Due].

Please submit your payment immediately via [Payment Method]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or believe there is an error regarding this balance, please contact me as soon as possible at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]