

[Your Name/Property Management Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

RE: SECOND NOTICE - PAST DUE RENT

Dear [Tenant's Name],

This letter serves as a formal second warning regarding your overdue rent for the property located at [Property Address].

As of [Date], our records indicate that we have not received your rent payment for the period of [Month/Period], which was due on [Due Date]. A previous notice was sent on [Date of First Notice], but the balance remains unpaid.

Payment Details:

Outstanding Rent: \$[Amount]

Late Fees: \$[Amount]

Total Balance Due: \$[Total Amount]

Please remit the total balance immediately. If you have already sent the payment, please disregard this notice.

Failure to settle this balance by [Deadline Date] may result in further action, including the initiation of legal proceedings or eviction, as permitted by your lease agreement and local laws.

If you are experiencing financial difficulties, please contact me immediately at [Phone Number] to discuss a potential payment plan.

Sincerely,

[Your Signature]

[Your Printed Name]