

**Date:** [Date]

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

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

**SUBJECT: WARNING NOTICE - LATE RENT**

Dear [Tenant Name],

This letter serves as a formal warning regarding your past due rent for the period of [Month/Year]. According to your lease agreement, rent is due on the [Day] of each month.

As of today, our records indicate an outstanding balance of \$[Amount]. This total includes:

- Base Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]

**TOTAL DUE: \$[Total Amount]**

Please be advised that this is a warning. You are required to pay the total amount due by [Date] to avoid further legal action. Failure to remit payment or vacate the premises by this date will result in the issuance of a formal "Notice to Pay Rent or Quit," which is the first step in the legal eviction process.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact me immediately to discuss a potential payment plan.

Please remit payment via [Payment Method: Online/Check/etc.].

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]