

Date: [Date]

To: [Tenant Name]

Property Address: [Property Address]

Unit Number: [Unit Number, if applicable]

NOTICE OF BREACH OF LEASE: LATE RENT

Dear [Tenant Name],

This letter serves as formal notice that your rent payment for the period of [Month/Year] was due on [Due Date] and has not been received as of today's date.

According to the terms of your lease agreement, failure to pay rent on time constitutes a breach of your contract. Our records indicate the following amount is currently outstanding:

- Unpaid Rent: \$[Amount]
- Late Fee: \$[Amount]
- **Total Due: \$[Total Amount]**

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

Failure to remedy this breach may result in further action, including the commencement of eviction proceedings as permitted by law and your lease agreement.

If you are experiencing financial difficulties, please contact me at [Phone Number] or [Email Address] to discuss this matter.

Sincerely,

[Your Name/Landlord Name]

[Your Phone Number]

[Your Address]