

Date: [Current Date]

To: [Tenant Name(s)]

Address: [Property Address]

RE: NOTICE OF LATE RENT AND PRE-EVICTION WARNING

Dear [Tenant Name],

This letter is to formally notify you that your rent payment for the period of [Month/Year] was due on [Due Date] and has not yet been received. As of today, your account is past due in the amount of \$[Amount].

Your lease agreement requires rent to be paid on time. Failure to pay the full balance immediately may result in further action, including the initiation of formal eviction proceedings.

Total Amount Due:

Past Due Rent: \$[Amount]

Late Fees: \$[Amount]

Total Balance: \$[Total Amount]

Please submit the total balance due by [Deadline Date] to avoid legal action. Payment can be made via [Payment Method].

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.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]