

DATE: [Current Date]

TO: [Tenant Name(s)]

ADDRESS: [Rental Property Address]

RE: NOTICE OF LATE RENT

Dear [Tenant Name],

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

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

Please submit the total outstanding balance immediately. You can make your payment via [Payment Method, e.g., Online Portal, Check, etc.].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact me as soon as possible to discuss this matter.

Thank you for your prompt attention to this overdue payment.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]