

Date: [Insert Date]

Tenant Name(s): [Insert Tenant Names]

Property Address: [Insert Property Address]

RE: FORMAL WARNING - CHRONIC LATE PAYMENT OF RENT

Dear [Tenant Names],

This letter serves as a formal warning regarding your repeated failure to pay rent on time. According to your lease agreement, rent is due on the [Insert Day, e.g., 1st] of each month.

Our records indicate that rent has been received late on the following occasions:

- [Month, Year] - Received on [Date]
- [Month, Year] - Received on [Date]
- [Month, Year] - Received on [Date]

While the rent for the current period may have been paid, the pattern of chronic late payments is a violation of your lease terms. Timely payment is essential for the continued management of the property.

Please be advised that future rent payments must be received on or before the due date. Continued failure to pay rent on time may result in further action, including the assessment of late fees as outlined in your lease, or the initiation of eviction proceedings.

If you are experiencing financial difficulties, please contact me immediately to discuss this matter. Otherwise, I expect all future payments to be made punctually.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]