

Date: [Current Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

Subject: NOTICE OF PAST DUE RENT AND LATE PENALTY

Dear [Tenant Name],

This letter serves as formal notice that your rent payment for the period of [Month/Period], which was due on [Due Date], has not been received.

According to your lease agreement, a late fee has been applied to your account. Please see the breakdown of the total amount due below:

- **Past Due Rent Amount:** \$[Amount]
- **Late Fee/Penalty:** \$[Amount]
- **Total Balance Due:** \$[Total Amount]

Please submit the total balance of \$[Total Amount] immediately to avoid further action. Payments 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 as soon as possible to discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]