

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

RE: NOTICE OF OVERDUE RENT AND INTENT TO TAKE LEGAL ACTION

Dear [Tenant Name],

This letter serves as a formal warning regarding your unpaid rent for the property located at [Property Address].

According to our records, your rent is currently past due in the amount of \$[Amount]. This balance consists of the following:

- Rent for the period of [Date Range]: \$[Amount]
- Late fees (if applicable): \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Despite previous reminders, we have not received the outstanding balance. Please be advised that if the total amount is not paid in full by [Deadline Date], we will be forced to take further action to protect our interests.

This action may include, but is not limited to:

- Commencing formal eviction proceedings.
- Filing a lawsuit to recover the unpaid debt.
- Reporting the delinquency to credit bureaus.

To avoid legal intervention and additional costs, please deliver a certified check or money order for the full amount to [Payment Location/Instructions] immediately.

If you have already sent the payment, please disregard this notice. If you are experiencing financial hardship, please contact us at [Phone Number] or [Email Address] before the deadline to discuss a potential payment plan.

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]

[Contact Phone Number]