

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Property Address]

Subject: Notice of Rent Arrears

Dear [Tenant Name],

This letter is to formally notify you that your rent account for the property listed above is currently in arrears.

According to our records, the total amount outstanding is **[\$Amount]** as of [Current Date].

The breakdown of the unpaid rent is as follows:

- [Due Date]: **[\$Amount]**
- [Due Date]: **[\$Amount]**
- [Insert Late Fees if applicable]: **[\$Amount]**

Total Balance Due: **[\$Total Amount]**

We understand that financial difficulties can occur. If you have already made this payment, please disregard this notice. If not, we request that you clear the balance immediately via [Insert Payment Method].

If you are experiencing hardship and cannot pay the full amount today, please contact [Landlord/Property Manager Name] at [Phone Number] or [Email] to discuss a repayment plan.

Failure to rectify this balance or contact our office may result in further action according to your tenancy agreement and local housing laws.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Manager Signature]

[Printed Name]

[Contact Information]