

Date: [Date]
From: [Landlord/Property Manager Name]
Property Address: [Property Address]

To: [Tenant Name(s)]
Rental Unit Address: [Tenant's Full Address]

NOTICE: PAST DUE RENT

Dear [Tenant Name],

This is a formal reminder that your rent payment for the period of [Month/Year] was due on [Due Date]. According to our records, we have not yet received your payment.

Payment Details:

- Base Rent Amount: \$[Amount]
- Late Fee (if applicable): \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please submit your payment immediately. If you have already sent your payment, please disregard this notice.

Accepted Payment Methods: [List methods, e.g., online portal, check, money order]

If you are experiencing financial difficulties or believe there is an error in our records, please contact me immediately at [Phone Number] or [Email Address] to discuss this matter.

Thank you for your prompt attention to this overdue balance.

Sincerely,

[Signature]
[Landlord/Manager Printed Name]