

DATE: [Current Date]

TO:

[Tenant Name]
[Property Address]
[City, State, Zip Code]

FROM:

[Landlord/Property Manager Name]
[Your Address]
[Phone Number]

RE: FIRST NOTICE OF OVERDUE RENT

Dear [Tenant Name],

This letter serves as a formal notice that your rent payment for the period of [Date Range] is currently overdue. According to our records, your payment was due on [Due Date] and has not yet been received.

Account Summary:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please remit the total balance of \$[Total Amount] immediately. Payment can be made via [Payment Method, e.g., online portal, check, or money order].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and wish to discuss a payment plan, please contact me immediately at [Your Phone Number] to resolve this matter.

Failure to settle this debt promptly may result in further action according to your lease agreement and local laws.

Sincerely,

[Your Signature]

[Your Printed Name]