

**Date:** [Insert Date]

**Subject:** FORMAL DEMAND FOR UNPAID RENT

**To:** [Tenant Name]

**Address:** [Property Address]

Dear [Tenant Name],

This letter serves as a formal demand for the payment of overdue rent regarding the property located at [Property Address].

According to our records, your rent account is currently in arrears for the following period(s):

- [Month/Period 1]: [Amount]
- [Month/Period 2]: [Amount]
- **Total Balance Due: [Total Amount]**

As per your lease agreement, rent was due on [Due Date]. As of the date of this letter, we have not received your payment.

Please remit the full balance of [Total Amount] by [Payment Deadline Date, e.g., 7 days from now] to avoid further action. Payments can be made via [Insert Payment Method, e.g., Bank Transfer, Online Portal].

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties, please contact us immediately at [Phone Number] or [Email Address] to discuss a payment plan.

Failure to settle this debt or contact us by the deadline stated above may result in further recovery action, which could include legal proceedings or the termination of your tenancy.

Sincerely,

[Your Name/Landlord Name]  
[Company Name, if applicable]  
[Phone Number]