

[Landlord/Agency Name]  
[Address Line 1]  
[Address Line 2]  
[Postcode]  
[Phone Number]  
[Date]

[Tenant Name]  
[Property Address Line 1]  
[Property Address Line 2]  
[Postcode]

**Subject: Notice of Overdue Rent - [Property Address]**

Dear [Tenant Name],

I am writing to formally notify you that we have not received your rent payment which was due on [Due Date].

According to our records, the outstanding balance for the period of [Start Date] to [End Date] is \$[Amount].

We understand that people occasionally forget or experience temporary delays. If you have already made this payment within the last 24 hours, please disregard this letter.

If you have not yet paid, please arrange for the balance of \$[Amount] to be transferred to the following account immediately:

- **Bank Name:** [Bank Name]
- **Account Name:** [Account Name]
- **Account Number:** [Number]
- **Reference:** [Tenant Name/Address]

If you are experiencing financial difficulties, please contact me as soon as possible at [Phone Number] or [Email Address] so we can discuss a repayment plan and avoid further action.

Thank you for your prompt attention to this matter.

Yours sincerely,

[Landlord/Manager Signature]

[Printed Name]