

[Current Date]

[Tenant Name]

[Rental Property Address]

[City, State, Zip Code]

RE: NOTICE OF LATE RENT PAYMENT

Dear [Tenant Name],

This letter is to formally notify you that your rent payment for the period of [Month/Year], which was due on [Due Date], has not yet been received.

As of today, your outstanding balance is as follows:

- Past Due Rent: \$[Amount]
- Late Fee (per lease agreement): \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please submit the total balance due immediately. If you have already sent this payment, please disregard this notice.

If you are experiencing financial difficulties or have questions regarding this notice, please contact me at [Your Phone Number] or [Your Email Address] to discuss this matter.

Thank you for your prompt attention to this overdue payment.

Sincerely,

[Your Name/Landlord Name]

[Your Address]

[Your Phone Number]