

[Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: NOTICE OF LATE RENT PAYMENT

Dear [Tenant Name],

This letter serves as a formal reminder that your rent payment for the period of [Month/Year] was due on [Due Date] and has not yet been received.

According to our records, the following balance is currently outstanding:

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

Please submit the total balance due immediately. Payment can be made via [Payment Method, e.g., online portal, check, etc.].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact me at [Phone Number] or [Email Address] as soon as possible to discuss this matter.

Thank you for your prompt attention to this overdue balance.

Sincerely,

[Your Name/Property Manager Name]

[Landlord/Company Name]

[Contact Phone Number]