

[Your Name/Property Management Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]
[City, State, Zip Code]

Subject: Notice of Overdue Rent

Dear [Tenant Name],

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

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

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

Please submit your payment immediately. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or believe there is an error in our records, please contact me as soon as possible at [Phone Number] or [Email Address] so we can discuss the matter.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]