

Date: [Current Date]

To: [Tenant Name]

Address: [Property Address/Unit Number]

Subject: NOTICE OF RENT OVERDUE - GRACE PERIOD EXPIRED

Dear [Tenant Name],

This letter is a formal reminder that your rent payment for the period of [Month/Year], in the amount of \$[Amount], was due on [Original Due Date].

As of today, the [Number] day grace period provided in your lease agreement has expired. We have not yet received your payment.

Account Summary:

- Past Due Rent: \$[Amount]
- Late Fee: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Please submit the total balance immediately to avoid further action. Payments can be made via [Payment Method/Online Portal/Office Address].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact us immediately to discuss this matter.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]