

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

[Date]

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

RE: SECOND NOTICE - PAST DUE RENT

Dear [Tenant Name],

This is a formal second reminder regarding the unpaid rent for the property located at [Property Address]. Our records indicate that we have not yet received payment following our initial reminder sent on [Date of First Notice].

As of today, your account is delinquent in the amount of \$[Total Amount Owed]. This balance includes:

- Base Rent (for [Month/Period]): \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]

Please remit the total balance of \$[Total Amount Owed] immediately. Payment can be made via [Insert Payment Method: Online Portal, Check, etc.].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact our office immediately at [Phone Number] to discuss a potential payment arrangement.

Failure to settle this balance or contact us within [Number] days may result in further action according to your lease agreement and local laws.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Property Manager]