

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

[Date]

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

**RE: SECOND WARNING - NOTICE OF OVERDUE RENT**

Dear [Tenant's Name],

This letter serves as a second formal reminder that your rent for the property located at [Property Address] remains unpaid. We previously contacted you on [Date of First Letter] regarding this matter, but as of today, we have not received your payment or a response.

Our records indicate that the following amount is currently outstanding:

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

This balance was originally due on [Original Due Date].

Please remit the full payment immediately via [Accepted Payment Method]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties, it is vital that you contact us at [Phone Number] immediately to discuss a potential payment plan. Continued failure to pay your rent is a breach of your tenancy agreement and may result in further action, including legal proceedings or the initiation of eviction processes.

We look forward to receiving your payment by [Date - e.g., 48 hours from receipt].

Sincerely,

[Your Name/Signature]  
[Your Title]