

DATE: [Insert Date]

TO: [Tenant Name(s)]

ADDRESS: [Rental Property Address]

SUBJECT: FINAL OPPORTUNITY - SECOND REMINDER OF PAST DUE RENT

Dear [Tenant Name],

This letter serves as a formal second reminder that your rent for the period of [Insert Month/Period] is still unpaid. According to our records, your account currently shows an overdue balance of \$[Insert Amount].

We previously sent a reminder on [Insert Date of First Letter], yet we have not received your payment or a response regarding this delinquency. This is your **final opportunity** to resolve this balance voluntarily before we take further action.

Account Summary:

Past Due Rent: \$[Amount]

Late Fees: \$[Amount]

Total Amount Due: \$[Total Amount]

Please submit the total amount due immediately via [Insert Payment Method] to avoid further late fees or the initiation of legal proceedings, which may include eviction and a report to credit bureaus.

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

Sincerely,

[Your Name/Property Manager Name]

[Landlord/Company Name]

[Contact Information]