

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

[Date]

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

RE: SECOND NOTICE - URGENT: OVERDUE RENT

Dear [Tenant Name],

This letter serves as a second formal request for the unpaid rent regarding the property located at [Property Address].

As of [Date], our records indicate that your account remains in arrears for the following period(s):

- **Rent Due Date:** [Date Rent Was Due]
- **Unpaid Rent Amount:** \$[Amount]
- **Late Fees:** \$[Amount]
- **Total Balance Due:** \$[Total Amount]

We previously sent a notice on [Date of First Letter] regarding this balance, but we have yet to receive your payment or a response regarding your intentions to pay.

Please remit the total balance of \$[Total Amount] immediately. Payment can be made via [Payment Method: e.g., Online Portal, Check, Money Order].

If you are experiencing financial difficulties, please contact us immediately at [Phone Number] so we can discuss a potential payment plan. Ignoring this matter may lead to further action, including legal proceedings or the commencement of the eviction process as permitted by your lease agreement and local laws.

If you have already sent this payment, please disregard this letter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Position]