

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

[Date]

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

RE: SECOND NOTICE - URGENT: Outstanding Rent Arrears

Dear [Tenant Name],

I am writing to follow up on my previous letter dated [Date of First Letter] regarding the unpaid rent for the property located at [Rental Property Address].

According to my records, your account remains in arrears. As of today, the total balance due is \$[Total Amount Owed]. This balance consists of the following:

- [Month/Period]: \$[Amount]
- [Month/Period]: \$[Amount]
- Late Fees (if applicable): \$[Amount]

Please be advised that this is your second formal request for payment. Your rent was due on [Original Due Date], and we have yet to receive the funds or a proposal for a payment plan.

I request that you pay the full amount of \$[Total Amount Owed] by [Deadline Date] to bring your account up to date. Payment can be made via [Payment Method, e.g., Online Portal, Bank Transfer, Check].

If you are experiencing financial difficulties, please contact me immediately at [Phone Number] or [Email Address] so we can discuss a potential resolution. Ignoring this matter may result in further action, including the commencement of formal eviction proceedings as permitted by law.

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

Sincerely,

[Your Signature]
[Your Printed Name]