

DATE: [Current Date]

TO: [Tenant Name(s)]

ADDRESS: [Rental Property Address]
[City, State, Zip Code]

RE: SECOND NOTICE - DEMAND FOR PAYMENT OF RENT

Dear [Tenant Name],

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

As of today, our records indicate that your account remains delinquent. Despite the first demand letter sent on [Date of First Letter], we have not received payment or a response regarding your outstanding balance.

Current Amount Due:

- Past Due Rent (Period: [Start Date] to [End Date]): \$[Amount]
- Late Fees: \$[Amount]
- **TOTAL OUTSTANDING BALANCE: \$[Total Amount]**

Please remit the total amount of \$[Total Amount] immediately. Payment must be made by [Payment Deadline Date] via [Accepted Payment Method].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact us immediately to discuss a potential payment arrangement.

Failure to settle this debt or contact our office by the deadline stated above may result in further action, which may include the commencement of eviction proceedings and/or legal action to recover the debt, as permitted by law.

Sincerely,

[Your Name/Landlord Name]

[Property Management Company, if applicable]

[Phone Number]

[Email Address]