

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

[Date]

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

RE: SECOND NOTICE - OVERDUE RENT PAYMENT FOR [Property Address]

Dear [Tenant Name],

This letter serves as a formal second notice regarding your overdue rent for the period of [Month/Period]. As of today, our records show that your account remains delinquent in the amount of \$[Total Amount Owed].

Despite our previous notice sent on [Date of First Notice], we have not yet received your payment or a response regarding your intentions to settle this balance. This total includes the base rent of \$[Rent Amount] plus accrued late fees of \$[Late Fee Amount].

Please be advised that your lease agreement requires timely payment. We urge you to remit the full balance immediately via [Accepted Payment Methods] to avoid further escalation.

Failure to settle this debt or contact our office by [Deadline Date] will result in further action, which may include the commencement of formal eviction proceedings or referring your account to a collection agency. This may negatively impact your credit rating and your ability to secure future housing.

If you have already made this payment, please disregard this notice and provide us with a copy of your receipt for our records. If you are experiencing financial hardship, please contact us immediately at [Phone Number] to discuss a potential payment plan.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title/Role]