

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

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

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

Dear [Tenant's Name],

This letter is a formal follow-up to our previous notice dated [Date of First Letter] regarding unpaid rent for the period of [Month/Period]. As of today, our records indicate that we still have not received your payment.

The total amount currently outstanding is as follows:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

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

If you have already sent your payment, please disregard this notice. However, if you are experiencing financial difficulties, please contact our office at [Phone Number] immediately to discuss a potential payment arrangement.

Failure to settle this balance or contact us by [Date] may result in further action, including legal proceedings or the initiation of the eviction process according to the terms of your lease agreement.

We value you as a tenant and hope to resolve this matter promptly.

Sincerely,

[Your Signature]  
[Your Printed Name]