

[Landlord/Property Manager Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

SUBJECT: SECOND NOTICE - OVERDUE RENT PAYMENT

Dear [Tenant Name],

This is a second formal reminder that your rent payment for the period of [Date Range] is now [Number] days overdue. Our records indicate that we have not yet received payment following our first reminder sent on [Date of First Reminder].

Account Summary:

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

Please submit the total balance immediately via [Payment Method].

If you have already sent the payment, please disregard this letter. If you are experiencing financial difficulties, please contact us immediately to discuss a potential payment plan to avoid further action, which may include legal proceedings or eviction.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Printed Name]