

## URGENT: SECOND NOTICE OF OVERDUE RENT

Date: [Insert Date]

Tenant Name(s): [Insert Tenant Names]

Property Address: [Insert Full Property Address]

Dear [Insert Tenant Names],

This letter serves as a formal second notice regarding the unpaid rent for the property located at the address above. Our records indicate that your rent account remains past due despite our previous notice sent on [Date of First Notice].

As of today, the outstanding balance is as follows:

- Unpaid Rent Period: [Start Date] to [End Date]
- Rent Amount Due: \$[Amount]
- Late Fees (if applicable): \$[Amount]
- **Total Balance Due: \$[Total Amount]**

This matter is now urgent. Please submit the total balance due immediately via [Insert Payment Method] to avoid further administrative action or potential legal proceedings regarding your lease agreement.

If you have already made this payment within the last 24 hours, please disregard this notice. If you are experiencing financial hardship, please contact us immediately at [Insert Phone Number] to discuss a potential payment arrangement.

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]

[Phone Number]

[Email Address]