

DATE: [Current Date]

TO: [Tenant Name]

ADDRESS: [Rental Property Address]

CITY/STATE/ZIP: [City, State, Zip Code]

RE: NOTICE OF PAST DUE RENT AND ACCUMULATED LATE FEES

Dear [Tenant Name],

This letter serves as a formal warning regarding your unpaid rent and the resulting late fees for the property located at [Property Address].

According to our records, your account is currently past due in the amount of **[\$[Total Amount Due]**. This balance consists of the following:

- **Past Due Rent:** **[\$[Amount]** for the period of [Month/Year]
- **Accumulated Late Fees:** **[\$[Amount]**
- **Other Charges:** **[\$[Amount]** (if applicable)

Per your lease agreement dated [Lease Start Date], rent is due on the [Due Date Day] of each month. Because payment was not received by the grace period deadline, late fees have been applied to your balance.

Please remit the total payment of **[\$[Total Amount Due]** by [Payment Deadline Date] to avoid further action, which may include legal proceedings or the initiation of the eviction process.

Payment can be made via [List Payment Methods, e.g., Online Portal, Check, Money Order].

If you have already sent this payment, please disregard this notice. If you have any questions regarding this balance or wish to discuss a payment plan, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]

[Contact Information]