

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

[Date]

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

**RE: NOTICE OF PAST DUE RENT**

Dear [Tenant Name],

This letter is a formal reminder that your rent for the period of [Month/Year] was due on [Due Date] and has not yet been received.

According to our records, the following balance is currently outstanding:

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

Please submit the total balance due immediately to avoid further late charges or legal action as outlined in your lease agreement. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or believe there is an error in our records, please contact the management office immediately at [Phone Number] so we can discuss this matter.

Sincerely,

[Signature]

[Printed Name]  
[Title]