

DATE: [Current Date]

FROM:

[Landlord Name/Property Management]

[Address]

[City, State, Zip Code]

[Phone Number]

TO:

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

SUBJECT: NOTICE OF PAST DUE RENT - PRE-EVICTION WARNING

Dear [Tenant Name],

This letter serves as a formal warning regarding your past due rent for the property located at [Property Address]. As of today, our records indicate that your account is delinquent in the amount of **[\$Total Amount Owed]**.

The breakdown of the total amount owed is as follows:

- Base Rent: **[\$Amount]** (Period: [Date] to [Date])
- Late Fees: **[\$Amount]**
- Other Charges: **[\$Amount]**

Please be advised that your lease agreement requires rent to be paid on or before the [Day] of each month. Your failure to pay the full balance constitutes a breach of your rental agreement.

To avoid further legal action, including the initiation of formal eviction proceedings in court, please submit the total balance due by **[Deadline Date]**. Payment should be made via [Accepted Payment Method].

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

Failure to resolve this balance or contact us by the date specified above will result in the filing of a formal eviction notice as permitted by law.

Sincerely,

[Signature]
[Printed Name]
[Title/Role]