

DATE: [Date]

TO: [Tenant Name(s)]

ADDRESS: [Property Address/Unit Number]

SUBJECT: PAST DUE RENT WARNING NOTICE

Dear [Tenant Name],

This letter serves as a formal reminder that your rent for the period of [Month/Period] is currently past due. According to our records, we have not yet received your payment which was due on [Due Date].

Account Summary:

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

Please submit the total balance due immediately to avoid further action. Payments can be made via [Payment Method/Online Portal/Office Address].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and would like to discuss a payment plan, please contact our office as soon as possible.

Failure to settle this balance may result in formal legal proceedings or eviction as permitted by your lease agreement and local laws.

Sincerely,

[Manager Name]

[Property Management Company Name]

[Phone Number]

[Email Address]