

Date: [Date]

To: [Tenant Name(s)]

Address: [Rental Property Address]

RE: NOTICE OF PAST DUE RENT

Dear [Tenant Name],

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

Account Summary:

- Current Rent Amount Due: \$[Amount]
- Late Fees (if applicable): \$[Amount]
- **Total Balance Owed: \$[Total Amount]**

Please submit the total balance owed by [Date] to avoid further action. Payments can be made via [Payment Method, e.g., Online Portal, Check, etc.].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact me immediately at [Phone Number] or [Email Address] to discuss a payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord or Property Manager Name]

[Phone Number]

[Email Address]