

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**RE: SECOND NOTICE - PAST DUE RENT**

Dear [Tenant Name],

This is the second formal notice regarding the unpaid rent for the property located at [Property Address].

As of today, we have not received your rent payment for the period of [Month/Period], which was due on [Original Due Date]. On [Date of First Notice], we sent a reminder regarding this balance, but the account remains delinquent.

**The total amount currently owed is: \$[Total Amount Owed]**

This amount includes the base rent of \$[Rent Amount] plus a late fee of \$[Late Fee Amount].

Please remit the full payment immediately via [Accepted Payment Method]. If you have already sent your payment, please disregard this notice.

Failure to settle this balance immediately may result in further action, including the commencement of legal proceedings or eviction as permitted by your lease agreement and local laws.

If you are experiencing financial difficulties, please contact our office at [Phone Number] or [Email Address] immediately to discuss a potential payment arrangement.

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]

[Phone Number]