

URGENT NOTICE: PAST DUE RENT & INTENT TO COLLECT

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

Unit Number: [Insert Unit #]

Subject: FINAL DEMAND FOR PAYMENT OF OVERDUE RENT

This letter serves as a formal demand for the immediate payment of unpaid rent regarding the premises listed above. According to our records, your account is currently past due in the amount of \$[Total Amount Owed].

Breakdown of Balance:

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

This balance was due on [Original Due Date]. Despite previous reminders, we have not received payment. This is a serious matter that requires your immediate attention.

Please submit the full payment of \$[Total Amount Owed] by [Deadline Date/Time] via [Accepted Payment Method].

Failure to settle this debt immediately or contact us to arrange a payment plan will result in further action, which may include:

- Legal proceedings for eviction.
- Transfer of this account to a professional debt collection agency.
- Reporting of this delinquency to credit bureaus.

If payment has already been sent, please disregard this notice.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]

[Email Address]