

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Subject: NOTICE OF LATE RENT PAYMENT

Dear [Tenant's Name],

This letter is a formal reminder that your rent payment for the period of [Month/Year] was due on [Due Date]. As of today, our records indicate that we have not yet received your payment of \$[Rent Amount].

According to your lease agreement, a late fee of \$[Fee Amount] is now applicable. The total amount currently due is \$[Total Amount].

Please submit the total outstanding balance immediately. If you have already sent your payment, please disregard this notice.

Payment can be made via [Accepted Payment Method].

If you are experiencing financial difficulties or believe there is an error, please contact me immediately at [Your Phone Number] to discuss this matter.

Sincerely,

[Your Signature]
[Your Printed Name]