

DATE: [Current Date]

TO: [Tenant Name(s)]

ADDRESS: [Rental Property Address]

RE: NOTICE OF DELINQUENT RENT

Dear [Tenant Name],

This letter serves as a formal notice that your rent payment for the period of [Month/Year] was due on [Due Date] and has not yet been received.

According to our records, the total amount currently outstanding is:

- Past Due Rent: \$[Amount]
- Late Fee (if applicable): \$[Amount]
- **TOTAL DUE: \$[Total Amount]**

Please submit the total balance due immediately to [Payment Method/Location]. If you have already sent your payment, please disregard this notice.

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

Thank you for your prompt attention to this payment.

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]

[Phone Number]