

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

[Date]

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

RE: NOTICE OF LATE RENT PAYMENT

Dear [Tenant Name],

This letter is to formally notify you that we have not yet received your rent payment for the period of [Month/Year], which was due on [Due Date].

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

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

Please submit this payment immediately. 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 as soon as possible at [Your Phone Number] or [Your Email Address] to discuss this matter.

Thank you for your prompt attention to this overdue balance.

Sincerely,

[Your Signature]
[Your Printed Name]