

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

**Subject: NOTICE OF OVERDUE RENT**

Dear [Tenant Name],

This letter is a formal reminder that your rent for the period of [Insert Month/Period] was due on [Insert Due Date] and has not yet been received.

According to our records, the outstanding balance is \$[Insert Amount].

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

If you are experiencing financial difficulties or have questions regarding your account, please contact me as soon as possible at [Insert Phone Number] to discuss a payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Manager Name]

[Contact Information]