

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

[Date]

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

Subject: Late Rent Notice - [Property Address]

Dear [Tenant's Name],

This is a friendly reminder that your rent payment for the period of [Month/Date], in the amount of \$[Amount], was due on [Due Date]. According to our records, we have not yet received your payment.

Please submit your payment as soon as possible. If you have already sent your payment, please disregard this notice.

Current Balance Due:

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

If you are experiencing financial difficulties or have any questions regarding your account, please contact me immediately at [Your Phone Number] so we can discuss the situation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]