

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**Subject: NOTICE OF MISSED RENT PAYMENT**

Dear [Tenant Name],

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

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

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

Please submit your payment immediately via [Accepted Payment Method].

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 [Phone Number] or [Email Address] so we can discuss the matter.

Thank you for your prompt attention to this account.

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]

[Contact Information]