

Date: [Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**Subject: Notice of Overdue Rent**

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:

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

If you have already sent your payment, please disregard this notice. Otherwise, please remit the total amount due immediately to avoid further late fees or legal action.

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 payment.

Sincerely,

[Your Name/Property Manager Name]

[Company Name, if applicable]

[Contact Information]