

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: NOTICE OF LATE RENT

Dear [Tenant Name],

This letter is to inform you that we have not 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:

- Past Due Rent: \$[Amount]
- Late Fee: \$[Amount]
- **Total Due: \$[Total Amount]**

Please submit the total balance immediately to avoid further action. Payments can be made via [Payment Method].

If you have already sent your payment, please disregard this notice. If you have any questions or are experiencing difficulties, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]