

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

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]
[City, State, Zip Code]

Subject: FIRST LATE RENT NOTICE

Dear [Tenant Name],

This letter is to formally notify you that we have not yet received your rent payment for the period of [Month/Year]. According to your lease agreement, rent was due on [Due Date].

As of today, your account shows an outstanding balance of:

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

Please submit the total amount due immediately. Payments can be made via [Insert Payment Methods, e.g., Online Portal, Check, etc.].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact our office as soon as possible to discuss this matter.

Thank you for your prompt attention to this account.

Sincerely,

[Your Signature]
[Your Printed Name]