

Date: [Current Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

Unit Number: [Unit Number]

SUBJECT: SECOND NOTICE OF RENT DELINQUENCY

Dear [Tenant Name],

This letter serves as a second formal notice regarding your unpaid rent. As of today, our records indicate that your account remains delinquent for the following period(s):

- **Past Due Amount:** \$[Amount]
- **Late Fees:** \$[Amount]
- **Total Balance Due:** \$[Total Amount]

We previously sent a notice on [Date of First Notice] regarding this balance, but we have not yet received your payment or a response concerning your intent to pay.

Please remit the total balance due of \$[Total Amount] immediately. Payment can be made via [Payment Method].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact our office at [Phone Number] or [Email Address] immediately to discuss a payment arrangement.

Failure to resolve this balance may result in further action according to the terms of your lease agreement and local laws.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]