

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

RE: SECOND NOTICE - OVERDUE RENT FOR [Property Address]

Dear [Tenant's Name],

This is a second formal reminder that your rent for the period of [Rental Period, e.g., October 2023] is now overdue. We previously contacted you regarding this balance on [Date of First Notice], but as of today, we have not received your payment.

The total amount currently outstanding is breakdown as follows:

- Overdue Rent: \$[Amount]
- Late Fees: \$[Amount]
- **Total Due: \$[Total Amount]**

Please submit the full payment immediately. If you have already sent the payment, please disregard this letter and provide us with the transaction details for our records.

If you are experiencing financial difficulties, please contact us immediately so we can discuss a potential payment plan. Failure to resolve this matter promptly may result in further action according to your lease agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]