

[Property Management Company Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

SUBJECT: SECOND NOTICE - URGENT REMINDER OF OVERDUE RENT

Dear [Tenant Name],

This is a second formal notice regarding the unpaid balance on your account for the property located at [Property Address].

Our records indicate that we have not yet received payment following our first notice sent on [Date of First Letter]. As of today, your account is past due in the amount of \$[Total Amount Due], which includes the following:

- Current Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]

Payment must be submitted immediately to avoid further action. Please deliver the total amount due to the management office or pay via the online portal by [Deadline Date].

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

Failure to settle this balance or contact our office may result in further legal action, which may include the initiation of eviction proceedings and reports to credit bureaus.

Sincerely,

[Property Manager Name]
[Property Management Company Name]