

DATE: [Insert Date]

TO: [Tenant Name(s)]

ADDRESS: [Rental Property Address]

SUBJECT: SECOND WARNING: PAST DUE RENT NOTICE

Dear [Tenant Name],

This letter serves as a second formal warning regarding your unpaid rent for the period of [Month/Year]. As of today, our records indicate that your account remains delinquent in the amount of \$[Total Amount Owed].

The total balance due includes:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- Total Owed: \$[Total Amount]

We previously sent a notice on [Date of First Warning] regarding this balance, but we have not yet received your payment or a response explaining the delay.

Please remit the full balance to the management office immediately. Failure to settle this debt by [Deadline Date] may result in further action, which could include the filing of an eviction notice or legal proceedings to recover the debt.

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

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]