

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

[Date]

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

RE: SECOND NOTICE - PAST DUE RENT

Dear [Tenant Name],

This letter serves as a second formal notice regarding the unpaid rent for the property located at [Rental Property Address].

According to our records, we have not yet received your rent payment for the period of [Month/Period], which was due on [Due Date]. We previously sent a notice on [Date of First Notice] regarding this matter, but as of today, your account remains delinquent.

The total balance currently due is as follows:

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

Please submit the total amount due immediately to avoid further action. Payments can be made via [Payment Method/Online Portal/In Person].

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

Failure to settle this balance may result in further legal proceedings as outlined in your lease agreement.

Sincerely,

[Your Signature]
[Your Printed Name]