

SECOND NOTICE OF DELINQUENT RENT

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Property Address]

Unit Number: [Unit Number, if applicable]

Dear [Tenant Name],

This is a second formal notice regarding your past-due rent for the period of [Month/Period]. As of today, our records indicate that we have not yet received your payment or a response to our initial notice sent on [Date of First Notice].

The total balance currently outstanding is as follows:

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

Please submit the full payment immediately via [Accepted 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 potential payment arrangement.

Failure to settle this balance or contact us by [Deadline Date] may result in further action, including the commencement of legal proceedings or eviction, as permitted by the terms of your lease agreement and local laws.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Contact Phone Number]