

[Date]

[Tenant's Full Name]

[Tenant's Address]

[City, State, Zip Code]

RE: SECOND NOTICE - PAST DUE RENT

Dear [Tenant's Name],

This is a second formal alert regarding the unpaid rent for the property located at [Property Address]. Our records indicate that we have not yet received payment following our initial reminder sent on [Date of First Notice].

As of today, your account remains delinquent in the amount of \$[Total Amount Owed], which includes the following:

- Base Rent for [Month/Period]: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]

This payment is now [Number] days overdue. We request that you settle this balance immediately to avoid further late penalties or the initiation of formal eviction proceedings as outlined in your lease agreement.

If you have already sent the payment, please disregard this letter. Otherwise, please contact us at [Phone Number] or [Email Address] to confirm when the payment will be made or to discuss a payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Landlord/Company Name]

[Contact Information]