

## URGENT: SECOND DEMAND FOR UNPAID RENT

Date: [Current Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Re: NOTICE OF OVERDUE RENT FOR [Property Address]

Dear [Tenant Name],

This letter serves as a second formal demand for the unpaid rent regarding the property located at the address mentioned above. As of today, our records indicate that your account remains delinquent.

Despite our previous notice sent on [Date of First Notice], we have not received your payment or a response regarding your outstanding balance. Your total overdue amount is broken down as follows:

- Unpaid Rent for [Month/Period]: \$[Amount]
- Late Fees: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please be advised that this is an urgent matter. You are required to remit the full payment of **\$(Total Amount)** by [Deadline Date] to avoid further action. Payment should be made via [Accepted Payment Method].

Failure to settle this debt or contact us to arrange a payment plan by the aforementioned date will leave us with no choice but to pursue further legal remedies. This may include the initiation of eviction proceedings and/or a collection claim to recover the funds owed, which may affect your credit rating.

If you have already sent this payment, please disregard this notice.

Sincerely,

[Your Name/Landlord Name]

[Your Phone Number]

[Your Email Address]