

DATE: [Current Date]

TO:

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

FROM:

[Landlord/Property Manager Name]

[Return Address]

[City, State, Zip Code]

RE: FINAL DEMAND FOR OVERDUE RENT AND LATE FEES

Dear [Tenant Name],

This letter serves as a formal final demand for the unpaid balance regarding your lease agreement for the property located at [Rental Property Address].

As of [Date], our records indicate that your account is past due. Despite previous notices, we have not received the required payment. The total amount currently outstanding is **\$(Total Amount Owed)**, which is broken down as follows:

- Past Due Rent: **\$(Amount)** (Period: [Start Date] to [End Date])
- Late Fees: **\$(Amount)**
- Other Fees: **\$(Amount)** (Specify if applicable)

Full payment must be submitted no later than [Deadline Date]. Payment should be made via [Accepted Payment Method].

Failure to settle this debt by the aforementioned date will leave us with no choice but to take further legal action. This may include the initiation of eviction proceedings, the filing of a lawsuit to recover the debt, and reporting this delinquency to credit bureaus.

If you have already sent payment, please disregard this notice. If you wish to discuss a payment plan, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Signature]

[Printed Name]