

Date: [Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

Subject: NOTICE OF ELECTRONIC RENT PAYMENT FAILURE

Dear [Tenant Name],

This letter is to inform you that your electronic rent payment for the period of [Month/Year], attempted on [Date of Attempt], was unsuccessful.

Our records indicate that the transaction failed due to the following reason: [Reason, e.g., Insufficient Funds / Account Closed / Incorrect Account Details].

As a result, your rent for the current month remains unpaid. Please take the following actions immediately:

- Submit the full rent amount of \$[Rent Amount].
- Include the late fee of \$[Late Fee Amount] as per your lease agreement (if applicable).
- Include the returned payment/NSF fee of \$[Fee Amount] (if applicable).

Total Amount Due: \$[Total Amount]

Please provide payment via [Accepted Payment Method, e.g., Cashier's Check or Money Order] by no later than [Due Date] to avoid further late penalties or legal action.

If you have already rectified this issue or believe this notice was sent in error, please contact the management office immediately at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]

[Contact Information]