

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: NOTICE OF FAILED DIGITAL PAYMENT AND LATE FEE ASSESSMENT

Dear [Tenant Name],

This letter is to inform you that your digital rent payment for the period of [Month/Year], submitted on [Date of Attempted Transaction], was unsuccessful. We were notified by the payment processor that the transaction failed due to [Reason: e.g., Insufficient Funds / Incorrect Account Details / Technical Rejection].

As a result, your rent is now considered past due. Per the terms of your lease agreement, a late fee has been assessed to your account. Please see the balance breakdown below:

- **Monthly Rent Amount:** \$[Amount]
- **Late Fee:** \$[Amount]
- **Returned Payment Fee (if applicable):** \$[Amount]
- **Total Balance Due:** \$[Total Amount]

Please remit the total balance due immediately via [Accepted Payment Method, e.g., Certified Check, Money Order, or Portal Resubmission].

If you believe this transaction failed due to a technical error on the part of the payment platform, please provide documentation from your financial institution so we may review the late fee assessment.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]