

Date: [Date]

Tenant Name(s): [Tenant Names]

Property Address: [Property Address]

Unit Number: [Unit Number]

Dear [Tenant Name],

This letter serves as a formal notice regarding the prorated rent due for your occupancy of the above-mentioned property for the period of [Start Date] to [End Date].

As per your lease agreement, the rent has been calculated proportionally based on the number of days of occupancy during this month. Please find the breakdown of the amount due below:

- Full Monthly Rent: \$[Amount]
- Daily Rent Rate: \$[Amount]
- Number of Days Prorated: [Number] Days
- **Total Prorated Amount Due: \$[Total Amount]**

Please submit your payment of \$[Total Amount] by [Due Date]. Payment can be made via [Payment Method, e.g., Online Portal, Check, etc.].

If you have already made this payment, please disregard this notice. If you have any questions regarding this calculation, please contact [Landlord/Manager Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]