

**Date:** [Date]

**To:** [Tenant Name]

**Property Address:** [Rental Address]

**Unit Number:** [Unit Number]

**Subject: NOTICE OF DELINQUENT RENT**

Dear [Tenant Name],

This letter serves as a formal reminder that your rent payment for the period of [Month/Year] was due on [Due Date]. As of today, our records indicate that we have not yet received your payment.

**The balance due is as follows:**

- Unpaid Rent: \$[Amount]
- Late Fees: \$[Amount]
- **Total Due: \$[Total Amount]**

Please submit the total amount due immediately to avoid further late charges or legal action. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or believe there is an error in our records, please contact the management office immediately at [Phone Number] or [Email Address] to discuss this matter.

Thank you for your prompt attention to this overdue balance.

Sincerely,

[Your Name/Landlord Name]

[Property Management Company Name]

[Contact Information]