

Date: [Date]

To: [Tenant Name]

Address: [Property Address]

Subject: NOTICE OF LATE RENT

Dear [Tenant Name],

This letter is to formally notify you that we have not yet received your rent payment for the period of [Month/Year]. According to your lease agreement, rent was due on [Due Date].

As of today, our records show an outstanding balance of:

- Base Rent: \$[Amount]
- Late Fee: \$[Amount] (if applicable)
- **Total Due: \$[Total Amount]**

Please submit your payment immediately via [Payment Method]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or believe there has been an error, please contact me as soon as possible at [Your Phone Number] or [Your Email Address] so we can discuss the matter.

Thank you for your prompt attention to this request.

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]