

**Date:** [Date]

**To:** [Tenant Name(s)]

**Address:** [Property Address]

**Subject: FIRST WARNING - PAST DUE RENT**

Dear [Tenant Name],

This letter serves as a formal reminder that your rent for the period of [Month/Date Range] is currently past due. According to our records, we have not yet received your payment.

**Payment Details:**

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

Please submit the total balance due immediately. You can make your payment via [Payment Method: Online Portal / Check / Cashier's Check].

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 me immediately at [Phone Number] or [Email Address] to discuss this matter.

We value you as a tenant and hope to resolve this promptly to avoid further late charges or legal action.

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]

[Contact Information]