

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Re: NOTICE OF LATE RENT PAYMENT

Dear [Tenant's Name],

This letter is to formally notify you that your rent payment for the period of [Month/Year], which was due on [Due Date], has not yet been received.

According to your lease agreement, your monthly rent is \$[Amount]. As of today, your account shows an outstanding balance of \$[Total Amount Owed], which includes a late fee of \$[Late Fee Amount].

Please submit the total payment of \$[Total Amount Owed] immediately. Payments can be made via [Accepted Payment Methods].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact me as soon as possible to discuss this matter.

Thank you for your prompt attention to this.

Sincerely,

[Your Signature]
[Your Printed Name]