

Date: [Insert Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Notice of Overdue Rent

Dear [Tenant Name],

This letter is to inform you that we have not yet received your rent payment for the period of [Insert Month/Period], which was due on [Insert Due Date].

According to our records, the total amount currently outstanding is \$[Insert Amount]. This includes a late fee of \$[Insert Late Fee Amount, if applicable].

We understand that delays can happen. If you have already sent this payment, please disregard this notice. Otherwise, please submit the balance due immediately via [Insert Payment Method].

If you are experiencing financial difficulties, please contact me as soon as possible at [Insert Phone Number] or [Insert Email Address] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name, if applicable]

[Your Phone Number]