

[Landlord Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email]

[Date]

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

**Subject: Notice of Late Rent Payment**

Dear [Tenant Name],

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

According to our records, the following amount is currently outstanding:

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

Please submit your payment immediately. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or have questions regarding your account, please contact me as soon as possible so we can discuss the situation.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Manager Signature]  
[Landlord/Manager Printed Name]