

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

[Date]

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

RE: NOTICE OF UNPAID RENT

Dear [Tenant's Name],

This letter is to formally notify you that we have not yet received your rent payment for the period of [Start Date] to [End Date]. According to our records, your rent was due on [Due Date].

As of today, the total outstanding balance is \$[Amount].

We understand that delays can happen. If you have already sent this payment, please disregard this notice. Otherwise, we ask that you provide payment immediately via [Payment Method: e.g., online portal, check, or bank transfer].

Please be advised that late fees in the amount of \$[Amount] [have been / will be] applied to your account as per your lease agreement.

If you are experiencing financial difficulties or believe there is an error in our records, please contact me as soon as possible at [Phone Number] so we can discuss this matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]

[Your Printed Name]