

**Date:** [Current Date]

**To:** [Tenant Name]

**Address:** [Property Address]

**Subject: NOTICE OF UNPAID RENT**

Dear [Tenant Name],

Our records indicate that we have not received your rent payment for the period of [Month/Period], which was due on [Due Date].

As of today, the total amount outstanding is as follows:

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

We understand that people may occasionally forget or experience unexpected delays. Please remit the total balance immediately to avoid further late charges or legal action as outlined in your lease agreement.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact our office immediately to discuss a payment arrangement.

Payments can be made via [Payment Method/Online Portal].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]