

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

[Date]

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

Subject: Notice of Rent Arrears

Dear [Tenant Name],

This letter is to formally notify you that your rent payment for the period of [Start Date] to [End Date] is currently overdue. According to our records, we have not yet received your payment of [Amount Owed].

We understand that sometimes payments can be delayed or overlooked. If you have already sent this payment, please disregard this notice. Otherwise, we request that you settle the outstanding balance by [Due Date].

Payments can be made via [Insert Payment Method, e.g., Bank Transfer, Online Portal, Check].

If you are experiencing financial difficulties or are unable to make the payment in full, please contact us as soon as possible so we can discuss a potential repayment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Property Manager Name]