

Date: [Current Date]

To: [Tenant Name]

Property Address: [Property Address]

RE: FIRST NOTICE OF OUTSTANDING RENT

Dear [Tenant Name],

This letter is a formal reminder that your rent payment for the period of [Rental Period, e.g., October 2023] was due on [Due Date]. As of today, our records show that we have not yet received your payment.

Account Summary:

Current Rent Due: \$[Amount]

Late Fees (if applicable): \$[Amount]

Total Balance: \$[Total Amount]

Please submit your payment immediately via [Payment Method]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or have questions regarding your balance, please contact me as soon as possible at [Your Phone Number] or [Your Email Address] to discuss this matter.

Thank you for your prompt attention to this overdue balance.

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]