

[Property Manager Name]
[Management Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

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

Subject: NOTICE OF DELAYED RENT PAYMENT

Dear [Tenant Name],

This letter is to formally notify 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 balance is currently outstanding:

- Monthly Rent: \$[Amount]
- Late Fee: \$[Amount] (as per your lease agreement)
- **Total Balance Due: \$[Total Amount]**

Please remit the total balance due immediately. You can make your payment via [Payment Method: Online Portal, Check, etc.].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact our office at [Phone Number] or [Email Address] as soon as possible to discuss this matter.

Thank you for your prompt attention to this overdue payment.

Sincerely,

[Signature]
[Printed Name]
[Title/Property Management Company]