

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

Subject: Notice of Outstanding Rent

Dear [Tenant Name],

This letter is to inform you that we have not yet received your rent payment for the period of [Insert Month/Period], which was due on [Insert Due Date].

According to our records, the total amount currently outstanding is: **#[Insert Amount]**.

Please arrange for the payment of this balance immediately. You can make your payment via [Insert Payment Method, e.g., Online Portal, Bank Transfer, Check].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding your account balance, please contact us as soon as possible at [Insert Phone Number] or [Insert Email Address] so we can discuss a payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Company Name, if applicable]

[Contact Information]