

Date: [Current Date]

To: [Tenant Name]

Address: [Rental Property Address]

SUBJECT: SECOND NOTICE OF LATE RENT

Dear [Tenant Name],

This is a second formal notice regarding your past due rent for the period of [Month/Year]. Our records indicate that we have not yet received your payment following our initial notice sent on [Date of First Notice].

The total balance currently outstanding is:

- Monthly Rent: \$[Amount]
- Late Fees: \$[Amount]
- **Total Due: \$[Total Amount]**

Please submit the full payment immediately to avoid further action, which may include legal proceedings or the initiation of the eviction process according to your lease agreement.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact us immediately at [Phone Number] to discuss this matter.

Sincerely,

[Your Name/Landlord Name]

[Your Phone Number]

[Your Email Address]