

Date: [Current Date]

To: [Tenant Name]

Address: [Property Address]

**RE: NOTICE OF UNPAID RENT AND LATE FEES**

Dear [Tenant Name],

This letter serves as a formal notification regarding the outstanding balance on your rental account for the property located at [Property Address].

As of [Date], our records indicate that your rent payment is past due. Per the terms of your lease agreement, additional late fees have been applied to your account balance.

**Breakdown of Total Amount Due:**

- Unpaid Rent (Period: [Start Date] to [End Date]): \$[Amount]
- Accumulated Late Fees: \$[Amount]
- Other Charges (if applicable): \$[Amount]
- **TOTAL AMOUNT DUE: \$[Total Amount]**

Please submit the total amount of \$[Total Amount] by [Due Date] to bring your account current. Payment should be made via [Accepted Payment Methods].

If you have already sent your payment, please disregard this notice. If you believe there is an error in these calculations, please contact [Landlord/Manager Name] immediately at [Phone Number] or [Email Address].

Failure to remit the full payment may result in further action according to the terms of your lease and local housing laws.

Sincerely,

[Your Name/Signature]

[Landlord/Property Management Name]

[Contact Information]