

**Date:** [Date]

**To:** [Tenant Name]

**Address:** [Property Address]

**Unit Number:** [Unit Number]

**SUBJECT: SECOND NOTICE OF PAST DUE RENT**

Dear [Tenant Name],

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

**Account Summary:**

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

Please submit the total balance due immediately. Payment can be made via [Payment Method: Online Portal/Check/Money Order] at [Payment Location/Address].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact our office at [Phone Number] or [Email Address] immediately to discuss a payment arrangement.

Failure to settle this balance may result in further action according to the terms of your lease agreement.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]