

## **URGENT NOTICE: NOTICE TO PAY RENT**

Date: [Current Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

Dear [Tenant Name],

This letter serves as formal notice that your rent for the period of [Date Range] is currently overdue. According to our records, your account is delinquent in the amount of \$[Amount Due].

This balance was due on [Original Due Date]. As of today, we have not received your payment.

Please submit the full payment of \$[Amount Due] immediately via [Accepted Payment Method]. If you have already sent this payment, please disregard this notice and provide proof of payment for our records.

Failure to settle this balance by [Deadline Date] may result in further action, including the assessment of late fees as outlined in your lease agreement and potential legal proceedings.

If you are experiencing financial difficulties, please contact us immediately at [Phone Number] or [Email Address] to discuss a payment arrangement.

Sincerely,

[Your Name/Landlord Name]

[Your Phone Number]

[Your Email Address]