

[Landlord/Property Manager Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Tenant Name]
[Address]
[City, State, Zip Code]

RE: NOTICE OF OVERDUE RENT AND LATE FEE ASSESSMENT

Dear [Tenant Name],

This letter is to inform you that your rent payment for the period of [Month/Year], which was due on [Due Date], has not been received.

According to your lease agreement, a late fee has been assessed because payment was not received by the end of the grace period. Please find the balance due below:

- Overdue Rent Amount: \$[Amount]
- Late Fee: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Please submit the total amount due immediately via [Accepted Payment Method]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or have questions regarding this balance, please contact me as soon as possible at [Phone Number] or [Email Address] to discuss this matter.

Sincerely,

[Signature]

[Printed Name]