

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: NOTICE OF LATE RENT AND FEE ASSESSMENT

Dear [Tenant Name],

This letter serves as formal notification that your rent payment for the period of [Month/Year], which was due on [Due Date], has not been received in full as of the date of this letter.

According to the terms of your Lease Agreement dated [Lease Start Date], a late fee is assessed if rent is not paid by the [Number] day of the month. Therefore, the following fees have been applied to your account:

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

Please remit the total balance due immediately to avoid further action or additional late charges. Payments can be made via [Payment Method: e.g., Online Portal, Check, Money Order].

If you have already sent your payment, please disregard this notice. If you believe this assessment is in error, or if you are experiencing financial hardship, please contact the management office immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord or Property Manager Name]

[Property Management Company Name]

[Contact Information]