

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: NOTICE OF LATE FEE ASSESSMENT

Dear [Tenant Name],

This letter serves as formal notification that we have not received your rent payment for the period of [Month/Year], which was due on [Due Date].

Per the terms of your lease agreement, a late fee has been assessed to your account as follows:

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

Please remit the total balance due immediately. Payment can be made via [Payment Method/Online Portal/Office Address].

If you have already sent your payment, please disregard this notice. If you believe there is an error or if you are experiencing financial hardship, please contact our office at [Phone Number] or [Email Address] immediately to discuss this matter.

Thank you for your prompt attention to this account.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]