

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: NOTICE OF 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 in full as of [Current Date].

According to the terms of your lease agreement, a late fee is assessed if rent is not paid by the [Number] day of the month. Since your payment is now overdue, the following charges have been applied to your account:

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

Please remit the total balance due immediately to avoid further late charges or legal action. If you have already sent your payment, please disregard this notice.

If you have any questions regarding this balance, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Your Signature]
[Your Printed Name]