

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: Notice of Declined Payment and Late Fees

Dear [Tenant Name],

This letter is to formally notify you that your check number #[Check Number], submitted on [Date Submitted] for the amount of \$[Rent Amount], has been returned by the bank unpaid due to [Reason: e.g., Insufficient Funds].

As a result, your rent for the month of [Month] is currently unpaid and past due. Per the terms of your lease agreement, the following additional charges now apply:

- Returned Check Fee: \$[Amount]
- Late Payment Fee: \$[Amount]

Total Amount Now Due: \$[Total Amount]

Please provide payment for the total amount listed above by [Due Date]. Because your previous check was declined, we require this payment to be made via [Accepted Payment Method: e.g., Cashier's Check, Money Order, or Online Portal].

Please contact us immediately at [Phone Number] or [Email Address] if you have any questions regarding this balance.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]