

[Date]

[Tenant Name]
[Company Name]
[Property Address]
[Suite/Unit Number]

RE: NOTICE OF LATE FEE ASSESSMENT

Dear [Tenant Contact Person],

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

According to the terms of your Lease Agreement dated [Lease Date], a late fee is assessed if rent is not received by the [Number] day of the month. As of the date of this letter, your account is past due.

The following charges have been applied to your account:

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

Please remit the total amount due immediately to avoid further action or additional penalties as outlined in your lease. If you have already sent your payment, please disregard this notice.

Payments can be made via [Payment Method/Portal].

If you have any questions regarding this balance, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]
[Landlord/Management Company Name]