

DATE: [Insert Date]

TO: [Tenant Name]

ADDRESS: [Property Address]

RE: NOTICE OF RENT ARREARS

Dear [Tenant Name],

This letter is to formally notify you that your rent for the property located at [Property Address] is currently overdue.

According to our records, your account shows an outstanding balance of [Currency Amount]. This balance consists of the following:

- **Unpaid Rent Amount:** [Amount]
- **Due Date:** [Date]
- **Late Fees (if applicable):** [Amount]
- **Total Balance Due:** [Total Amount]

Please arrange for the full payment of this balance immediately to ensure your account is brought up to date. Payment can be made via [Insert Payment Method, e.g., online portal, bank transfer, or check].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact our office at [Phone Number] or [Email Address] immediately so we can discuss the situation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Contact Information]