

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

[Date]

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

**RE: NOTICE OF DEMAND FOR UNPAID RENT**

Dear [Tenant's Name],

This letter serves as a formal demand for the unpaid rent balance regarding the property located at [Rental Property Address].

As of [Current Date], our records indicate that your rent account is in arrears for the following period(s):

- [Month/Period]: \$[Amount]
- [Month/Period]: \$[Amount]
- Late Fees (if applicable): \$[Amount]

**Total Balance Due: \$[Total Amount]**

Please remit the total balance of \$[Total Amount] by [Deadline Date, e.g., 5 days from receipt] to avoid further action. Payments can be made via [Payment Method].

Failure to settle this debt or contact me to arrange a payment plan by the aforementioned date may result in legal proceedings to recover the debt and/or recovery of possession of the premises, which may include the filing of an eviction lawsuit.

If you have already sent this payment, please disregard this notice.

Sincerely,

[Your Signature]

[Your Printed Name]