

**Date:** [Insert Date]

**To:** [Tenant Name]

**Address:** [Property Address]

**Unit Number:** [Unit Number]

**RE: OFFICIAL NOTICE OF REPEATED RENT DELAYS**

Dear [Tenant Name],

This letter serves as a formal written statement regarding your history of late rent payments for the property located at [Property Address].

According to your lease agreement, rent is due on the [Day] of each month. Our records indicate that your payments have been received after the due date on the following occasions:

- [Month/Year]: Received on [Date] ([Number of Days] late)
- [Month/Year]: Received on [Date] ([Number of Days] late)
- [Month/Year]: Received on [Date] ([Number of Days] late)

Repeated failure to pay rent on time is a violation of the terms of your lease agreement. Please be advised that continued delays may result in further administrative actions, including the assessment of late fees, reporting to credit bureaus, or the initiation of eviction proceedings.

We value you as a tenant and wish to resolve this matter. If you are experiencing financial difficulties, please contact our office immediately to discuss a payment arrangement.

Please ensure that all future rent payments are submitted on or before the due date as specified in your contract.

Sincerely,

[Your Name/Property Manager Name]

[Landlord/Company Name]

[Phone Number]

[Email Address]