

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Property Address: [Insert Property Address]

Subject: Formal Notice Regarding Chronic Late Rent Payments

Dear [Insert Tenant Name],

This letter is to formally address the recurring issue regarding the late payment of your rent. According to your lease agreement, rent is due on the [Insert Day, e.g., 1st] of each month.

Our records indicate that your payments have been received after the due date for the following months:

- [Insert Month/Year]
- [Insert Month/Year]
- [Insert Month/Year]

While we appreciate your tenancy, chronic late payments create administrative difficulties and are a violation of your lease terms. Please be advised that moving forward, all rent payments must be received on or before the due date.

Failure to comply with the payment schedule in the future may result in further action, including late fees as outlined in your lease or the initiation of legal proceedings.

If you are experiencing specific financial hardships, please contact us immediately to discuss this matter. We value having you as a tenant and hope to resolve this pattern of late payments promptly.

Sincerely,

[Your Name/Landlord Name]

[Your Phone Number]

[Your Email Address]