

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: NOTICE OF ACCRUED LATE PET RENT CHARGES

Dear [Tenant Name],

This letter serves as formal notice regarding unpaid pet rent for the property located at [Property Address].

According to our records and your lease agreement dated [Lease Date], a monthly pet rent of \$[Amount] is required. As of [Current Date], we have not received the full payment for the following period(s):

- [Month/Year]: \$[Amount]
- [Month/Year]: \$[Amount]

Total Outstanding Balance: \$[Total Amount]

Please be advised that per the terms of your lease, a late fee of \$[Late Fee Amount] has also been applied to your account. To avoid further action or additional penalties, please remit the total balance due by [Due Date].

Payment can be made via [Payment Method: Online Portal/Check/Money Order].

If you believe this notice has been sent in error, or if you have already sent your payment, please contact the management office immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Property Manager Name]

[Management Company Name]