

**Date:** [Date]

**To:** [Tenant Name]

**Address:** [Property Address]

**Unit Number:** [Unit Number, if applicable]

**RE: FIRST NOTICE OF LATE RENT PAYMENT / NOTICE TO QUIT**

Dear [Tenant Name],

This letter serves as a formal warning regarding the late payment of your rent for the period of [Month/Year]. As of the date of this letter, your rent payment in the amount of \$[Amount Due] is past due.

According to your lease agreement, rent is due on the [Day] of each month. Your failure to pay on time is a violation of your rental contract. In addition to the base rent, you now owe a late fee of \$[Late Fee Amount], bringing the total balance due to \$[Total Amount].

Please submit the total balance of \$[Total Amount] to the management office immediately. If payment is not received by [Deadline Date], we will be forced to begin formal eviction proceedings to recover the debt and regain possession of the property.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact us immediately to discuss a payment arrangement.

Sincerely,

[Your Name/Landlord Name]

[Company Name, if applicable]

[Phone Number]

[Email Address]