

Date: [Date]

To: [Tenant Name]

Property Address: [Full Address of Rental Unit]

RE: NOTICE OF OVERDUE RENT

Dear [Tenant Name],

This letter is a formal reminder that your rent payment for the period of [Month/Period], which was due on [Due Date], has not yet been received.

According to our records, the following amount is currently outstanding:

- Overdue Rent Amount: \$[Amount]
- Late Fees (if applicable): \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please remit the total balance due immediately. Payment can be made via [Payment Method, e.g., online portal, check, bank transfer].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have any questions regarding your account, please contact me as soon as possible at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Landlord Name]

[Your Company Name, if applicable]

[Your Contact Information]