

[Your Name or Company Name]

[Your Address]

[City, State, ZIP]

[Phone Number]

[Email Address]

Date: [Insert Date]

To: [Tenant's Name]

Property Address: [Rental Property Address]

Subject: Late Rent Notice

Dear [Tenant's Name],

This letter is to inform you that your rent payment for the property at [Rental Property Address] was due on [Due Date] and has not been received as of today. According to the terms of your lease, your monthly rent of \$[Amount Due] is now [Number of Days Late] days late.

Amount Due: \$[Total Amount Due, including any late fees]

Late Fee (if applicable): \$[Late Fee Amount]

Total Due: \$[Total Amount Due]

Please remit payment in full by [Final Payment Deadline] to avoid further action, which may include additional fees or the initiation of eviction proceedings.

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties, contact us immediately to discuss possible solutions.

Thank you for your attention to this matter.

Sincerely,

[Your Name/Company Name]

[Contact Information]