

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Notice of Non-Payment of Rent

This letter serves as a formal notice regarding the non-payment of rent for the property located at [Property Address]. As of [Due Date], the rent payment of \$[Amount Owed] has not been received.

As per our rental agreement, rent is due on the [Due Date] of each month. This payment is now [Number of Days Late] days late. Please be reminded that failure to pay rent may result in further action, including potential eviction.

We kindly request that you remit the outstanding payment by [Final Payment Date] to avoid any additional fees or legal action.

If you have already made this payment, please disregard this notice. For any questions or to discuss your payment options, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]