

[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: Late Rent Payment Notification

I hope this message finds you well. This letter serves as a formal notification that we have not yet received your rent payment for the month of [Month/Year], which was due on [Due Date].

As of today, the amount of [Outstanding Amount] is overdue. We kindly ask that you make this payment at your earliest convenience to avoid any late fees or additional penalties, as outlined in your lease agreement.

If you've already made this payment, please disregard this notice.

Otherwise, if you are facing any issues regarding this matter, feel free to reach out to discuss.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name, if applicable]