

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Tenant's Address]  
[City, State, ZIP Code]

Dear [Tenant's Name],

Subject: Notice of Delayed Rent Payment

I hope this message finds you well. This letter serves as a formal notice regarding the delayed payment of rent for the month of [Month/Year].

According to our records, the rent payment of [Amount] was due on [Due Date] and has not yet been received.

As outlined in our rental agreement, timely rent payments are essential. Please remit the outstanding payment by [New Due Date] to avoid any late fees or further action.

If you are facing any difficulties that may be affecting your ability to pay, please contact me as soon as possible to discuss your situation.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Property Management Company, if applicable]