

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

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

Subject: Notice of Late Rent Payment

Dear [Tenant's Name],

This letter serves as a formal notice regarding your late rent payment for the month of [Month, Year]. According to our rental agreement, rent was due on [Due Date], and as of today, [Date], we have yet to receive your payment of [Amount Due].

Please remit the payment as soon as possible to avoid any late fees or further action. If you are experiencing financial difficulties, feel free to reach out to discuss potential options or a payment plan.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title or Position, if applicable]
[Your Signature] (if sending a hard copy)