

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

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

Dear [Recipient's Name],

Subject: Formal Notification of Late Rent Payment

I hope this letter finds you well. I am writing to formally notify you that the rent payment for the property located at [Property Address] for the month of [Month/Year] has not been received by the due date of [Due Date].

As per our rental agreement, the total amount due is [Amount]. Please note that late fees, as specified in the agreement, may apply if the payment is not received within [Number of Days] days from the due date. We kindly request that you address this matter promptly to avoid any complications. Payment can be made via [Payment Method] and should be directed to [Payment Address/Info].

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or concerns.

Sincerely,

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