

[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 Payment Notice for Rent

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

According to our rental agreement, the total rent due is [Amount], and it is now [Number] days overdue. Please be reminded that late fees may apply as per our agreement.

We kindly ask that you make the payment by [New Deadline], to avoid any further penalties or actions. Should you be experiencing any difficulties, please reach out to me as soon as possible to discuss potential arrangements.

Thank you for your attention to this matter.

Sincerely,

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