

[Your Name]  
[Your Position]  
[Your Company/Property Management]  
[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 Rental Payment Warning

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

The current outstanding amount is [Amount Due]. Please be reminded that timely rent payment is essential to adhere to the terms of your lease agreement signed on [Lease Start Date].

We understand that unforeseen circumstances can arise, so if there are any issues regarding your payment, please contact us immediately to discuss your situation.

To avoid further penalties and complications, we kindly request that the payment be made by [Final Deadline Date].

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

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