

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

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

Subject: Late Payment Notice

Dear [Tenant's Name],

This letter serves as a formal notice regarding the late payment of rent for the property located at [Property Address]. According to our rental agreement, the rent payment for the month of [Month] was due on [Due Date].

As of today, [Date], we have not received your payment of [Amount Due]. Please note that a late fee of [Late Fee Amount] may apply as stated in our rental agreement.

To avoid additional fees and further action, please remit your payment by [Final Payment Date]. If you are facing any difficulties, please contact me as soon as possible to discuss possible arrangements.

Thank you for your attention to this matter.

Sincerely,

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