

[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 Notification

Dear [Tenant's Name],

I hope this message finds you well. This letter serves as a notification regarding the late payment of rent for your unit at [Property Address]. As of [Due Date], we have not yet received your rental payment of [Amount Due].

According to our rental agreement, rent is due on the [Due Date] of each month. As of today, [Current Date], your payment is [Number of Days Late] days overdue. Please arrange for the payment to be made immediately to avoid any late fees or further action.

If you have already sent the payment, please disregard this notice. Otherwise, please contact me to discuss any issues you may be facing or if you need any assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Property Management Company Name, if applicable]
[Contact Information]