

[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 Rent Payment Notice

I hope this message finds you well. This letter serves as a formal reminder that the rent payment for the property located at [Property Address] was due on [Due Date] and has not yet been received. According to our lease agreement, rent is to be paid by the first of each month. As of today, the total amount owed is \$[Amount Due], which includes any applicable late fees as outlined in our lease agreement. Please arrange for the payment to be made by [New Payment Deadline] to avoid further late fees or potential legal actions.

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties, I encourage you to reach out so we may discuss possible arrangements.

Thank you for your attention to this matter.

Sincerely,

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