

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Demand for Payment of Rent Due

Dear [Recipient's Name],

I hope this letter finds you well. This correspondence serves as a formal demand for payment regarding the overdue rent for the leased property located at [Property Address].

As per the lease agreement dated [Lease Start Date], the monthly rent of [Rent Amount] was due on [Due Date], and as of today, a total amount of [Total Amount Due] remains unpaid.

Please take note that failure to resolve this matter within [Number of Days, e.g., 10 days] from the date of this letter may result in further action, which could include lease termination or legal proceedings to recover the owed amount.

I kindly request that you remit payment promptly to avoid any complications. Payment can be made to [Payment Method Instructions].

Thank you for your immediate attention to this matter. If you have already sent the payment, please disregard this notice.

Sincerely,

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