

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

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

RE: Demand for Rent Payment

Dear [Tenant's Name],

I hope this letter finds you well. This communication serves as a formal demand for the overdue rent payment for your tenancy at [Property Address].

As of [Date], your rent payment of [Amount] for the period of [Specify Period] is currently outstanding. According to our lease agreement, rent is due on the [Specify Due Date] of each month.

Please be advised that failure to remit this payment by [Specify a Deadline, e.g., "within 7 days of receipt of this letter"] may result in further actions, including but not limited to legal proceedings or eviction.

We value your tenancy and hope to resolve this matter promptly. Please contact me at [Your Phone Number] or [Your Email Address] should you have any questions or wish to discuss this matter further.

Thank you for your attention to this urgent matter.

Sincerely,

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