

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Tenant's Name]
[Tenant's Address]
[City, Province, Postal Code]
Subject: Demand for Rent Arrears

Dear [Tenant's Name],

I hope this letter finds you well. This is to formally inform you that as of [date], there is an outstanding rent balance of \$[amount] for the period of [specific months or periods of non-payment].

According to the rental agreement dated [date of rental agreement], rent was to be paid on or before the [specific due date] of each month. As of today, the payment is [number of days/weeks] overdue.

Please arrange for payment of the arrears by [specific date, typically 10-14 days from the date of this letter] to avoid further actions.

Payment can be made via [specify payment methods].

If you have already sent the payment, please disregard this notice. If you are facing financial difficulties, I encourage you to contact me immediately to discuss possible arrangements.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]