

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

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

Subject: Demand for Payment of Rent Arrears

Dear [Tenant's Name],

I hope this message finds you well.

This letter serves as a formal demand for payment regarding the overdue rent for the property located at [Property Address]. As of [Date], the total amount of rent arrears is [Amount Due], covering the period from [Start Date of Arrears] to [End Date of Arrears].

According to our lease agreement dated [Lease Start Date], rent is due on [Rent Due Date] each month. The following payments have not been received:

- [Month/Period] - [Amount]
- [Month/Period] - [Amount]
- [Month/Period] - [Amount]

Please remit the full payment of [Total Amount Due] by [Final Deadline Date], to avoid further action. Payment can be made via [Payment Method - e.g., bank transfer, check, etc.].

If you have already sent the payment or believe there has been an error, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Landlord/Property Owner]