

Urgent Notice: Rent Overdue

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This is an urgent notice regarding your rent payment for the month of [Insert Month]. As of today's date, your rent payment of [Insert Amount] is overdue, and we have yet to receive your payment.

We understand that circumstances can arise, but it is important that we resolve this matter as soon as possible. Please contact us immediately to discuss your situation or to make arrangements for payment.

If we do not receive your payment or hear from you by [Insert Deadline], we will have to take further actions as outlined in your lease agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Company Name, if applicable]