

Letter of Acknowledgment of Late Rent Communication

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

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

Dear [Tenant's Name],

Thank you for your communication regarding the late payment of your rent for the month of [Insert Month]. We acknowledge receipt of your message and appreciate your transparency about the situation.

Please be advised that the rent for the month was due on [Insert Due Date], and as of today, it remains outstanding. We encourage you to settle the outstanding balance as soon as possible to avoid any late fees or penalties.

If you are experiencing financial difficulties and require assistance, please don't hesitate to reach out. We are open to discussing possible arrangements that could help you manage your payments effectively.

Thank you once again for your prompt communication. We look forward to resolving this matter soon.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Contact Information]