

# Notice of Late Rent Payment

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

I hope this message finds you well. This letter serves as a reminder that your rent payment for the month of [Month] is currently overdue. According to our lease agreement, the payment was due on [Due Date]. As of today, the total amount past due is [Amount Due].

Please make arrangements to submit the overdue rent by [New Deadline]. If you are experiencing difficulties, do not hesitate to reach out to discuss your situation. We value our relationship with you and are willing to work together to find a solution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]

[Property Management Company, if applicable]