

Formal Demand for Late Rent Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

I hope this letter finds you well. This is a formal demand for payment of rent that is currently overdue. As of today, the rent for the month of [Insert Month] has not been received. The total amount due is [Insert Amount].

According to the lease agreement signed on [Insert Lease Agreement Date], the rent is due on the [Insert Due Date] of each month. You are hereby requested to remit payment by [Insert Final Deadline Date] to avoid further action.

Please make the payment to [Insert Payment Instructions]. If you have already sent the payment, please disregard this notice.

Thank you for your prompt attention to this matter. If you have any questions or wish to discuss this further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title, if applicable]