

Notice of Late Rent Payment

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice that your rent payment for the month of [Insert Month] has not been received by the due date of [Insert Due Date]. As per the lease agreement, the total rent of [Insert Amount] is now overdue.

We kindly ask you to remit the full payment by [Insert New Deadline] to avoid any late fees or further action. Please contact us if you are facing any difficulties that we should be aware of.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Landlord/Property Management Company Name]