

Late Rent Payment Notice

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that your rent payment for the month of [Insert Month] was due on [Insert Due Date] and has not been received as of today.

Please be reminded that the total amount due is [Insert Amount]. According to the lease agreement, a late fee of [Insert Late Fee] will be applied after [Insert Grace Period].

We kindly ask that you make this payment as soon as possible to avoid any additional penalties. If you have already sent your payment, please disregard this notice.

Should you have any questions or need to discuss this matter further, do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]