

Rent Collection Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This is a formal notice regarding the rent payment for your residence at [Property Address]. As of today, we have not received your rental payment for the month of [Insert Month]. The total amount due is [Insert Amount].

We kindly request that you remit the payment by [Insert Due Date] to avoid any late fees or potential eviction proceedings.

If you have already made this payment, please disregard this notice. If you are experiencing difficulties, we encourage you to contact us to discuss possible arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]

[Property Management Company Name]