

Rent Delinquency Alert

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you that your rent payment for the month of [Insert Month/Year] has not been received as of [Insert Date]. The total amount due is [Insert Amount]. As per the lease agreement, timely rent payment is required to maintain your tenancy.

Please make the necessary payment within [Insert Number] days to avoid any late fees or further action. If you have already made the payment, please disregard this notice.

If you are experiencing financial difficulties or have any questions regarding this matter, we encourage you to contact us as soon as possible to discuss potential solutions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]