

Notice of Delinquent Rent

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice regarding your rental payment status for the property located at [Property Address]. As of today's date, we have not received your rent payment for the month of [Month/Year], which was due on [Due Date].

Please be reminded that the total amount due is [Amount Due]. It is vital that we resolve this matter promptly to avoid any late fees or further action.

We kindly ask that you remit the outstanding payment by [Final Payment Date]. If you are facing financial difficulties, please reach out to discuss potential arrangements.

Thank you for your immediate attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or concerns.

Sincerely,

[Your Name]

[Your Title/Position]

[Landlord/Property Manager Name]

[Contact Information]