

# Outstanding Rent Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a formal notice regarding your outstanding rent for the property located at [Property Address]. As of today, we have yet to receive your payment for the month(s) of [Insert Month(s) Here], amounting to a total of [Insert Amount Due].

Please be reminded that your rent was due on [Insert Due Date]. To avoid late fees or other penalties, we kindly ask that you remit payment by [Insert Final Payment Date].

If you have already made this payment, please disregard this notice. Otherwise, we would appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Contact Information]