

Notice of Reminder

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a reminder regarding your outstanding rent payment for the month of [Insert Month]. As of today, the total amount due is [Insert Amount].

Please be advised that failure to pay the overdue rent by [Insert Final Payment Date] may result in further action, including potential eviction proceedings.

If you have already sent your payment, please disregard this notice. If not, we strongly encourage you to address this matter promptly to avoid any disruption in your housing.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]