

# Overdue Rent Payment Notice

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice regarding your overdue rent payment for the property located at [Property Address]. As of today, the rent payment of [Amount Due] for the month of [Month] is past due.

Please be reminded that your rent was due on [Due Date]. We kindly request that you remit the payment by [New Due Date] to avoid any late fees or further action.

If you have already sent your payment, please disregard this notice. For any questions or concerns regarding this matter, feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Property Management Name]

[Your Contact Information]