

Past Due Rent Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notification that your rent payment for the month of [Insert Month] is now past due. According to our records, the total amount of [Insert Amount] was due on [Insert Due Date].

If you have already sent the payment, please disregard this notice. However, if you have not made the payment yet, we kindly request that you remit the outstanding amount by [Insert Deadline] to avoid any late fees or further action.

If you are experiencing financial difficulties, please feel free to contact us to discuss possible payment arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Property Management Name]

[Contact Information]