

# Second Notice for Overdue Rent

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This is a formal second notice regarding your overdue rent payment for the property located at [Property Address]. Our records indicate that your rent payment of [Amount Due] was due on [Due Date] and remains unpaid as of today.

Please be advised that failure to remit payment by [Final Deadline] will result in further action. We kindly request that you address this matter promptly to avoid any inconvenience.

If you have already made this payment, please disregard this notice. Otherwise, please contact us immediately to discuss your situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]