

Late Charges Notification

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 notification regarding the late payment of your monthly rent for the property located at [Property Address]. According to our rental agreement, payment was due on [Due Date]. As of today, we have not received your payment.

As outlined in the lease agreement, a late charge of [Late Charge Amount] will be applied to your account for each month that the rent remains unpaid past the due date. Therefore, your current balance now stands at [Total Amount Due].

Please make arrangements to remit the outstanding payment along with any late fees by [Final Payment Deadline] to avoid further penalties or legal action.

If you have already made this payment, please disregard this notice. Should you have any questions or wish to discuss your account, feel free to contact us at [Your Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]