

Letter of Explanation for Late Rent Charges

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to address the late rent charges that were applied to your account for the month of [Insert Month]. As per our rental agreement, rent is due on the [Insert Due Date]. Unfortunately, I did not receive your payment by this date, which resulted in the late fees being assessed.

The total amount of the late fees is [Insert Amount], calculated at [Insert Fee Rate] as outlined in our agreement. Please know that I understand that circumstances can arise which may cause delays in payments.

If you have any questions regarding the charges or would like to discuss your situation further, please feel free to reach out to me directly. I appreciate your attention to this matter and look forward to resolving it amicably.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]