

Late Rent Fee Terms and Conditions

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves to outline the terms and conditions regarding late rent payments as stipulated in your lease agreement.

1. Due Date

Rent is due on the [Insert Due Date] of each month.

2. Grace Period

A grace period of [Insert Number of Days] days is provided. Payments made within this period will not incur a late fee.

3. Late Fee Assessment

If rent is not received by the end of the grace period, a late fee of [Insert Amount or Percentage] will be applied to the total rent due.

4. Payment Methods

Accepted methods of payment include [Insert Payment Methods].

5. Consequences of Non-Payment

Continued failure to pay rent may result in [Insert Possible Consequences, e.g., eviction process, additional fees].

Please feel free to reach out if you have any questions or need further clarification regarding these terms.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Property Management Company Name]

[Contact Information]