

Notice of Overdue Rent Fee Structure

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

This letter serves as a reminder that your rent payment for the month of [Insert Month] is now overdue. As per the lease agreement, the following fee structure will apply:

Overdue Rent Fee Structure

- **Grace Period:** [Number of Days] days after the due date
- **Late Fee:** \$[Amount] after the grace period
- **Additional Late Fee:** \$[Amount] for every additional [Number of Days] days overdue

Please ensure that your total payment, including any applicable late fees, is submitted by [Insert Deadline Date] to avoid further charges.

If you have already made this payment, please disregard this notice.

We appreciate your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]