

Rental Late Fee Policy Notification

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a reminder regarding our rental late fee policy.

Per the terms of your lease agreement, rent is due on the [Due Date] of each month. Please be advised that any payment received after this date will incur a late fee of [Late Fee Amount]. This fee is automatically applied to your account if rent is not received by [Grace Period or Specific Date].

We understand that circumstances can arise that may delay your payment, and we encourage you to communicate with us if you are experiencing any issues. It is essential to stay informed about your rental obligations to avoid any unnecessary fees.

If you have any questions regarding this policy or your rental account, please do not hesitate to reach out to our office.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]

[Contact Information]