

# Late Payment Penalty Notice

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Property Address: [Insert Property Address]

Dear [Tenant Name],

This letter serves as a formal notice regarding the late payment of your rent for the month of [insert month and year]. According to our rental agreement, payments are due on the [insert due date] of each month.

As of today, the payment has not been received. Therefore, a late fee of [insert penalty amount] has been applied to your account as stipulated in the lease agreement.

Please make the necessary payment of [insert total amount due] by [insert final payment date] to avoid further penalties.

If you have already made this payment, please disregard this notice. For any questions or concerns, feel free to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]