

# Past Due Rent Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a formal notification that your rent payment for the month of [Insert Month] is now past due. Our records show that as of today, we have not received your payment of [Insert Amount].

Please make your payment as soon as possible to avoid any late fees or further action. The total amount due, including any applicable late fees, is [Insert Total Amount]. We kindly request that you remit this payment by [Insert Due Date for Payment].

If you are experiencing financial difficulties, please feel free to contact us to discuss potential payment arrangements.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]