

# Rental Arrears Notification

Date: [Insert Date]

To,

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Dear [Tenant's Name],

I hope this message finds you well. This letter serves as a formal notification regarding your rental payment that is currently overdue. As of today, we have not received the payment for the month of [Insert Month] in the amount of [Insert Amount].

Our records indicate that your rent payment was due on [Insert Due Date]. According to the rental agreement, late fees may apply after a certain period. We kindly ask that you make the payment as soon as possible to avoid any additional charges.

If you have already made the payment, please disregard this notice. Otherwise, we request that you remit the payment by [Insert Deadline Date] to bring your account up to date.

Should you have any questions or if you are experiencing any financial difficulties, please do not hesitate to reach out to discuss potential options.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]