

Rental Payment Delinquency Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice regarding your rental payment that is now past due. As of today, we have not received your payment for the month of [Insert Month].

The total amount due is: \$[Insert Amount].

Please make this payment by [Insert Payment Deadline] to avoid further late fees or legal actions.

If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask you to contact us at your earliest convenience to discuss any issues you may be experiencing.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]