

Notification of Late Rent Payment

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notification regarding your late rent payment for the month of [Insert Month]. As of today, we have not received your payment of [Insert Amount] which was due on [Insert Due Date].

Please be reminded that timely payment of rent is a requirement of your lease agreement. We appreciate your prompt attention to this matter. Kindly ensure that the payment is made by [Insert Final Due Date] to avoid any late fees or further action.

If you have already sent your payment, please disregard this notice. However, if you are facing any difficulties, do not hesitate to reach out to discuss your situation.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]

[Property Management Company Name, if applicable]