

Past Due Rent Notice

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

This letter serves as a notice that your rent payment for the period of [Month] is now past due. According to our records, the total amount outstanding is [Amount Due], which was due on [Due Date].

Please remit the payment at your earliest convenience to avoid any late fees or further action. If you have already made the payment, please disregard this notice.

If you are facing any issues regarding this payment, feel free to reach out to discuss your situation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Property Management Name]

[Contact Information]