

Rent Arrears Notification

Date: [Insert Date]

From: [Your Name or Company Name]

Address: [Your Address]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you that your rent payment for the period of [Insert Period] is currently overdue. As of today, the total amount outstanding is [Insert Amount Due].

Please be reminded that, as per your lease agreement, rent is due on the [Insert Due Date] of each month. We kindly request that you make this payment as soon as possible to avoid any further actions or penalties.

If you have already sent your payment, please disregard this notification. Otherwise, we would appreciate your immediate attention to this matter.

If you are experiencing financial difficulties, please contact us to discuss possible arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]