

Rental Payment Delinquency Notification

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We hope this message finds you well. This letter is to formally notify you that we have not received your rental payment for the month of [Insert Month/Year], which was due on [Insert Due Date]. As of today, the total amount due is [Insert Amount].

Please be advised that failure to make the payment may lead to further actions, including late fees or potential eviction proceedings. We understand that circumstances may arise that affect timely payment, and we encourage you to contact us as soon as possible to discuss your situation.

We appreciate your immediate attention to this matter and look forward to hearing from you soon. Please make the payment by [Insert Final Date for Payment] to avoid any further penalties.

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Property Management Name]

[Your Contact Information]