

Notice of Outstanding Rental Payment

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice regarding the outstanding rental payment for the property located at [Property Address]. Our records indicate that your rent payment for the month of [Insert Month] is currently overdue.

The total amount due is [Insert Amount]. Please be advised that this payment was due on [Insert Due Date]. As of today, it remains unpaid, and we kindly request that you settle this balance as soon as possible.

Failure to make this payment by [Insert Final Payment Date] may result in late fees or further action, including potential eviction proceedings. We value you as a tenant and hope to resolve this matter promptly.

If you have already sent your payment or if you believe this notice is in error, please contact us immediately at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Management Name]

[Your Contact Information]