

Rent Arrears Notification

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Tenant Address: [Insert Tenant Address]

Dear [Insert Tenant Name],

This letter serves as a formal notification regarding your rent arrears for the property located at [Insert Property Address]. As of today, the following payments are overdue:

- Rent due for [Insert Month/Year] - [\$ Amount]
- Rent due for [Insert Month/Year] - [\$ Amount]
- Total Amount Due: [\$ Total Amount]

Please be advised that the total outstanding amount must be settled by [Insert Due Date] to avoid any further action. You can make the payment via [Insert Payment Method].

If you are facing difficulties, we urge you to contact us immediately to discuss possible payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]