

Overdue Rent Notice

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Tenant Name: [Tenant's Name]

Tenant Address: [Tenant's Address]

City, State, ZIP Code: [Tenant's City, State, ZIP]

Dear [Tenant's Name],

This is a formal notice regarding your overdue rent payment for the property located at [Property Address]. As of today, the rent payment due on [Due Date] remains unpaid, and the total amount overdue is [Amount Due].

Please be advised that it is crucial to settle this outstanding balance by [Final Payment Date] to avoid any further action. If you have already sent your payment, please disregard this notice; otherwise, please contact me to discuss any issues that may be affecting your ability to pay.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title (if applicable)]