

Rent Arrears Notification

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

This letter is to formally notify you that your rent payment for the month of [Insert Month] is currently overdue. As of today, your account shows an outstanding balance of [Insert Amount].

We understand that circumstances may arise that prevent timely payments. We encourage you to contact us as soon as possible to discuss your situation and any potential arrangements we can make to assist you.

Please arrange for the payment of the overdue amount by [Insert Deadline]. Failure to do so may result in further action, as outlined in your lease agreement.

Thank you for your attention to this matter. We look forward to resolving this issue promptly.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]