

# Urgent Rent Payment Notice

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Tenant Address: [Insert Tenant Address]

Dear [Tenant Name],

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

As per the terms of your lease agreement, payment was due on [Insert Due Date]. Please be advised that it is imperative that this payment is made immediately to avoid any late fees or further action.

If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask you to remit the rent payment by [Insert Deadline]. Please contact us at [Insert Contact Information] if you have any questions or require assistance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Property Management Name]

[Your Contact Information]