

Late Rent Payment Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notification regarding the late payment of your rent for the property located at [Property Address]. According to our records, your rent payment for the month of [Month] has not been received as of today, [Insert Date].

Please be reminded that rent payments are due on the [Due Date] of each month as per the lease agreement. Your timely payment is essential to avoid any late fees or additional penalties.

If you have already submitted the payment, please disregard this notice. Otherwise, we request that you remit the overdue amount of [Amount Due] by [New Deadline] to avoid further action.

If you are facing financial difficulties or have any questions regarding your payment, please do not hesitate to contact us at [Contact Information]. We are here to assist you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Company/Property Management Name]

[Contact Information]