

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Subject: Overdue Rental Fee Notice

Dear [Tenant's Name],

This letter serves as a formal notice regarding the overdue rental fee for the property located at [Property Address]. As of [Due Date], your rent payment of [Amount] has not been received.

Please address this matter promptly to avoid any late fees or further action. The total amount due, including any late fees, is [Total Amount]. Kindly submit your payment by [New Due Date] to avoid any additional consequences.

If you have already sent the payment, please disregard this notice. Should you have any questions or need to discuss your account, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name, if applicable]