

# Rent Payment Delinquency Alert

Date: [Insert Date]

Dear [Tenant's Name],

This is a formal notice regarding the delinquency of your rent payment for the month of [Insert Month]. As of today, we have not received your payment of [Insert Amount], which was due on [Insert Due Date].

Please be advised that if the rent is not received by [Insert Deadline], additional late fees may be incurred as outlined in your lease agreement.

If you have already sent your payment or if there are any issues, please contact us immediately to avoid further complications.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Property Management Company Name]