

Rental Payment Arrears Notification

Date: [Insert Date]

To,

[Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

This letter serves as a notification regarding your rental payment arrears for the property located at [Property Address]. As of today, the following payments are overdue:

- Due Date: [Insert Due Date] - Amount: [Insert Amount]
- Due Date: [Insert Due Date] - Amount: [Insert Amount]

The total outstanding amount is: [Total Amount Due].

We kindly request that you remit payment by [Insert Deadline Date] to avoid any late fees or further action. If you have already made this payment or believe there is an error in this notice, please contact us immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]

[Your Company Name]