

Warning Letter for Late Rent Payment

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal warning regarding your late rent payment for the month of [Insert Month]. According to our records, the rent was due on [Insert Due Date] and has not yet been received as of today, [Insert Current Date].

As per the lease agreement, timely rent payment is crucial. Missing the payment not only impacts the management of the property but may also affect your standing as a tenant.

Please ensure that the overdue amount of [Insert Amount] is paid by [Insert Deadline] to avoid further action, which may include late fees or possible eviction proceedings.

If you are facing any issues that may be preventing you from making the payment on time, please contact us immediately to discuss potential solutions.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]