

Notice of Late Rent Payment

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a reminder that your rent payment for the month of [Insert Month] was due on [Insert Due Date] and has not yet been received.

Alternative Payment Options:

- **Payment Plan:** We can arrange a payment plan that allows you to pay the overdue amount in installments.
- **Partial Payment:** You may also choose to make a partial payment now to reduce the amount owed.
- **Extension:** If you need more time, please reach out to discuss a possible extension on the payment due date.

We understand that circumstances can arise, and we are here to assist you. Please contact us at [insert contact information] to discuss your situation and explore the best option for you.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]