

Late Fee Notice for Overdue Rent

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

This letter serves as a formal notice of your overdue rent payment for the month of [Insert Month]. As of today, we have not received your payment, which was due on [Insert Due Date].

According to the terms of your lease agreement, a late fee of [Insert Late Fee Amount] will be applied to your account. Please be advised that the total amount now due is [Insert Total Amount Due].

We kindly request that you make the payment by [Insert Deadline for Payment] to avoid any further late fees or actions that may be taken regarding your lease. If you have already made this payment, please disregard this notice.

If you have any questions or concerns, feel free to reach out to me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Property Management Company Name, if applicable]

[Your Phone Number]

[Your Email Address]