

Late Rental Payment Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

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

The total amount due is **\$\$[Insert Amount]**. As per the lease agreement, late fees will be applied. The details of the late fees are as follows:

- Initial Late Fee (after [Insert Grace Period] days): **\$\$[Insert Amount]**
- Additional Late Fee (for each subsequent [Insert Time Period]): **\$\$[Insert Amount]**

Please ensure that payment is made immediately to avoid further penalties. If you have already sent your payment, please ignore this notice. If you are facing financial difficulties, we encourage you to contact us to discuss potential solutions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]

[Property Management/Owner Name]