

Notice of Late Rental Fees

Date: [Current Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice regarding the late rental fees that have accrued on your account. According to our records, your rent payment due on [Due Date] has not been received.

As of today, the total amount of late fees incurred is [Late Fees Amount]. Please be advised that we expect the full payment by [Final Payment Date] to avoid further penalties or actions.

If you have already made this payment, please disregard this notice. Otherwise, we urge you to address this matter promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]