

Overdue Rent Notice

Date: [Insert Date]

From: [Landlord's Name]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice regarding the overdue rent for the property located at [Property Address]. As of today, your rent payment due on [Due Date] remains unpaid.

The total amount of rent overdue is [Amount Due] with an additional penalty fee of [Penalty Amount] applied due to the late payment. The total outstanding balance is now [Total Amount Due].

Please make the payment by [Final Payment Date] to avoid further action or additional penalties. You can make the payment via [Payment Method].

If you have already made the payment, please disregard this notice. Should you have any questions, feel free to contact me at [Landlord's Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord's Name]

[Landlord's Contact Information]