

Rent Arrears Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notification regarding your rent arrears for the property located at [Property Address]. As of today, your rent payment for the month of [Insert Month] is unpaid.

According to our lease agreement, a late charge of [Specify Amount or Percentage] has been applied to your account, bringing your total amount due to [Total Amount]. Please refer to the lease for further details regarding late payment penalties.

We kindly request that the total amount due be paid by [Insert Due Date] to avoid further actions. If you have already submitted the payment, please disregard this notice.

If you are facing difficulties, we encourage you to contact us as soon as possible to discuss potential arrangements.

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]