

# Rent Late Fee Assessment Letter

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This letter is to inform you that your rent payment for the month of [Month] has not been received as of the due date, which was on [Due Date]. As you are aware, our lease agreement states that a late fee will be applied after a specified grace period.

As of today, [Current Date], a late fee of [Amount] has been assessed to your account. The total amount now due is [Total Amount Due]. Please ensure that this amount is paid by [Final Payment Date] to avoid further penalties.

If you have already submitted your payment, please disregard this notice. Otherwise, kindly remit the outstanding amount at your earliest convenience. If you have any questions or concerns, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]