

Rent Payment Delay Notice

Dear [Tenant's Name],

I hope this message finds you well. This letter serves as a formal notice regarding the delay in your rent payment for the month of [Month/Year]. As of today, the rent payment of [Amount] due on [Due Date] has not been received.

Please be advised that as per the rental agreement, a late fee of [Late Fee Amount] will be applied for payments received after the due date. Your total outstanding balance is now [Total Amount Due].

We kindly request that you remit your payment by [New Payment Deadline] to avoid further penalties or actions. Should you have any questions or wish to discuss your situation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Address]
[Your Phone Number]
[Your Email Address]