

Late Rent Payment Warning

Date: [Insert Date]

From: [Your Name/Company Name]

Address: [Your Address]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal warning regarding the late payment of your rent for the month of [Insert Month]. As per the lease agreement signed on [Insert Date of Lease Agreement], the rent payment of [Insert Amount] was due on [Insert Due Date]. As of today, we have not received this payment.

Please be advised that late payment penalties may apply as specified in your lease agreement. The penalty amount currently stands at [Insert Penalty Amount] if payment is not received by [Insert Final Deadline].

We encourage you to make the payment as soon as possible to avoid further penalties and potential actions as per our rental policy.

If you have already made this payment, please disregard this notice. Otherwise, we expect your full payment by the specified deadline.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]

Contact Information: [Your Phone Number / Email]