

Late Rent Payment Notice

Date: [Insert Date]

To,

[Tenant's Name]

[Tenant's Address]

Subject: Notice of Late Rent Payment

Dear [Tenant's Name],

This letter serves as a formal notice regarding your late rent payment for the month of [Month/Year]. According to our lease agreement signed on [Lease Start Date], the rent is due on the [Due Date] of each month.

As of today, we have not yet received your payment of [Amount Due]. Please note that a late fee of [Late Fee Amount] will be applied as per the terms of our lease agreement.

We kindly request that you make the payment by [Final Payment Date] to avoid further penalties or action. If you are experiencing difficulties, please reach out to discuss possible arrangements.

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Property Management Name]

[Your Contact Information]