

Notice of Lease Payment Default

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

This letter serves as a formal notice of default regarding your lease agreement dated [Insert Lease Date] for the property located at [Insert Property Address].

As of [Insert Date], we have not received your rental payment for the month of [Insert Month]. According to the terms of the lease, rent is to be paid by the [Insert Due Date] of each month, and as of today, your account shows an outstanding balance of [Insert Amount Due].

Please take immediate action to resolve this matter by making the required payment within [Insert Number of Days] days of this notice. Failure to do so may result in further action as outlined in the lease agreement.

If you have already sent your payment or if there are extenuating circumstances that have affected your ability to pay, please contact me immediately at [Insert Contact Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]