

Late Rent Payment Notification

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Address: [Insert Tenant Address]

Dear [Insert Tenant Name],

This letter serves as a notification regarding your rent payment for the month of [Insert Month]. According to our records, the rent of [Insert Amount] was due on [Insert Due Date] and has not yet been received.

Please ensure that the payment is made as soon as possible to avoid any late fees or further action. If you have already sent the payment, please disregard this notice.

We appreciate your prompt attention to this matter. For any questions or concerns, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Company Name]

[Insert Company Address]