

Overdue Rent Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice regarding your overdue rent payment for the property located at [Property Address]. As of today, we have not received your rent payment that was due on [Due Date]. The total amount outstanding is [Amount Due].

Please arrange for the payment to be made by [Final Payment Date] to avoid any further action. We value you as a tenant and hope to resolve this matter promptly.

If you have already made the payment, please disregard this notice. Otherwise, we would appreciate your immediate attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]

[Your Company Name, if applicable]