

LATE RENT NOTICE

Date:

Tenant Name(s):

Property Address:

Dear _____,

This letter is a formal notice of unpaid rent due for _____. As of _____, the monthly rent amount of \$_____ is past the grace period outlined in the lease agreement and considered past due.

For that reason, you're responsible to cover both the rent and late fees outlined below:

Rent amount: \$_____

Late fees: \$_____

Total owed: \$_____

Failure to pay the total amount owed by _____ may result in legal action being initiated against you. If you've already submitted the required payments, please disregard this letter.

Sincerely,