

PAST DUE RENT NOTICE

Date: _____

Tenant Name(s): _____

Property Address: _____

City, State, ZIP Code: _____

Dear _____,

This letter is to inform you that your rent payment for the property located at the address listed above is now **past due**. According to the terms of your lease agreement, rent was due on _____, and as of today, we have not received payment.

Amount Due:

- **Monthly Rent Amount:** \$ _____
- **Late Fees (if applicable):** \$ _____
- **Total Amount Due:** \$ _____

Please remit the full amount due no later than _____ (**final deadline date**) to avoid further action, which may include additional late fees, legal notice, or initiation of eviction proceedings.

You can make payment via:

- ☐ Bank Transfer
- ☐ Check
- ☐ Online Portal (if applicable)
- ☐ Other: _____

If you have already made the payment or believe this notice is in error, please contact us immediately at:

Landlord/Manager Name: _____

Phone Number: _____

Email Address: _____

We value open communication and are willing to work with you. If you're experiencing financial difficulties, please reach out to discuss a possible payment plan or resolution.

Sincerely,

(Landlord/Property Manager Signature)

Date: _____