

NOTICE OF FAILURE TO PAY RENT

Date:
To:
Address:

From:

Dear Tenant:

This letter is to remind you that your rent is due and payable on the ____ day of each month, and late if paid after the ____ day of the month. To date, we have not received your full monthly rent payment.

Please understand that failure to pay rent by the ____ of the month will result in a late fee of _____ being added to your overdue balance.

Presently, you have an amount due of \$_____. Please pay this amount by _____. You can pay this amount by [electronic funds transfer/our online payment portal/check].

If you have any questions or concerns, please contact us at _____.

Sincerely,

[Landlord Name]
[Landlord Signature]