

Late Rent Payment Reminder Notice

This **late rent payment reminder** notice template sample helps landlords communicate clearly and professionally with tenants who have missed their rent due date. It serves as a polite yet firm notification to encourage timely payment while maintaining a positive landlord-tenant relationship. Use this template to ensure consistent and effective reminders for overdue rent.

Sample Late Rent Payment Reminder Notice

Date: [Insert Date]

To: [Tenant Name]

Address: [Rental Property Address]

Dear [Tenant Name],

This notice is to remind you that your rent payment of \$[Amount Due] for the above property was due on [Due Date]. As of today, we have not received your payment.

Please make the payment as soon as possible to avoid any late fees or further action. If you have already made this payment, please disregard this reminder or contact us to confirm your payment has been received.

If you are experiencing difficulties or require a payment arrangement, please let us know immediately so we can discuss possible solutions.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord Name or Property Management Company]

[Contact Information]

This template is intended as a general guideline. Please consult local laws and regulations before use.