

Formal Rent Payment Overdue Reminder Notice

Date: _____

To: Tenant Name

Address: Tenant Address

Dear [Tenant Name],

This letter serves as a formal reminder that your rent payment for the property located at [Rental Address] is overdue. According to the terms of your lease agreement, payment was due on [Due Date]. As of today, the outstanding amount is as follows:

- **Amount Due:** [\$Amount]
- **Late Fees (if applicable):** [\$Late Fee]
- **Total Amount Due:** [\$Total]

Please arrange for immediate payment of the total amount due to avoid further action, which may include additional fees or legal proceedings. Payment should be made by [Final Payment Date].

If you have already sent payment, please disregard this notice. If you are experiencing difficulties or have questions, contact us at [Contact Information] as soon as possible.

Sincerely,

[Landlord/Property Manager Name]
[Company Name, if applicable]
[Contact Information]