

LATE RENT NOTICE

Date: _____ (dd/mm/yyyy)

From: _____
(Landlord's name)

To: _____ (Tenant's name)

Address: _____
(Landlord's address)

Address of Rental Unit: _____
(Tenant's address)

Dear Tenant,

In accordance with your rental agreement dated _____, you are obligated to pay rent for the use and occupancy of the rental unit indicated above.

This notice is to inform you that as of the date of this letter, your rent payment for the month of _____ has not yet been received. The rent payment owed is for the period of _____ to _____, and was due on _____.

Your rent in the amount of _____ \$ ([] plus a "late rent" charge in the amount of _____ \$ as indicated in your rental agreement) **is due immediately.**

Please send the total amount due to:

If payment is not received by _____ (date), legal action to enforce your obligations under the rental agreement will be initiated.

If you have any questions regarding this matter, you may contact me at _____ @ _____ (email address) and / or _____ (phone number).

Sincerely,

_____ (Landlord's signature)