**LATE RENT NOTICE**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This letter is a formal notice to you demanding that you make immediate payment of rent due under the terms of the rental agreement covering the following property

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As of **(Date)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your **(Month)** \_\_\_\_\_\_\_\_\_\_ payment is **(Days)** \_\_\_\_\_\_\_\_ past due. Your rent was due on **(Date)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In Addition, you owe late charges as provided by the lease.

The following is an itemization of the total amount due:

Unpaid Rent $\_\_\_\_\_\_\_\_\_\_\_\_\_

Late Charges $\_\_\_\_\_\_\_\_\_\_\_\_\_

***Total Due* $\_\_\_\_\_\_\_\_\_\_\_\_\_**

This is a serious situation, which requires your immediate attention. If payment is not received by **(Date)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, legal action to enforce your obligations under the rental agreement will be taken.

Regards,

XYZ