**LATE RENT NOTICE**

**Date:** \_\_\_\_\_\_\_\_\_\_\_

Tenants Name(s)

Street address
City, St. & Zip

Subject: Late Rent

Dear **(Tenant),**

This notice is to inform you that we have not received your full rent payment in accordance with your lease dated, **(Lease Date)**, for the premises located at the above stated address, which was due on **(Date Rent Was Due)**, in the total amount of $ **(Amount Due)**.

According to the terms of your rental agreement you are required to pay as additional rent a late fee of $\_\_\_.00. Additional late fee(s) are $ \_\_\_\_.00 every **(\_)** days. If collection is required, your debt obligation may increase due to court costs, attorney’s fees, interest, and other related costs that maybe incurred.

Payment for the Balance Due of $ \_\_\_\_.00 plus $\_\_.00 late fee is hereby demanded, payable to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please note, that this is a serious matter and can also affect your credit rating.

Sincerely,

XYZ