# LATE RENT NOTICE

To:

Date:

Dear Tenant,

This letter is to inform you that you have failed to pay rent in a timely manner for the unit you rent from our organization. Continued failure to pay the rent due or arrange for a payment plan **(if eligible)** will cause the organization to pursue legal action to reclaim possession of the rental unit.

We urge you to visit immediately with the Support Services staff and the building manager to arrange for a payment plan or to seek guidance in identifying agencies that may assist you with your rent payment.

If you fail to comply with rent payment requirements, the next notice you receive from us will be a 3-Day Notice to Pay Rent or Quit, and failure to comply with that notice will result in immediate legal action to terminate your tenancy.

Please contact your building manager or Support Services staff immediately to resolve this issue.

Sincerely,

Building Manager