Demand Letter for Unpaid Rent

**Name of Landlord  
Address of Landlord  
City, State, Zip Code  
  
DATE  
  
Name of Tenant  
Address of Tenant  
City, State, Zip Code  
  
Dear Name of Tenant:**  
This letter is to inform you that as of the date of this notice, I have not received your rental payment that was due on DATE. Because rent is due on the first of the month and will cover the rental unit for the dates of DATE through DATE, you are living in a unit you have not paid for. According to the terms of your rental agreement, found in section 2 of the lease, you can see that any rent payment not made within 5 days will accrue a late payment charge of $50.   
  
The rent for the [Name of Property] property is due and payable immediately or you will be evicted. You can mail the payment to ADDRESS. If you have any questions about this matter or have a special circumstance that I need to be made aware of, please contact me at 555-123-9709. I look forward to hearing from you and resolving this matter.   
  
Sincerely,   
  
Signature of Landlord  
Printed Name of Landlord  
List of Enclosures