

Late Rent Letter

Date (dd/mm/yyyy): _____

Tenant's Name: _____

Address of Rental Unit: _____

This notice is to inform you that we have not received your rent payment which was due on this date _____ . This rent payment owed is for the rental period of _____ to _____ .

According to the terms of our rental agreement, you are also required to pay a late rent charge of \$ _____ . The total amount due is \$ _____ .

Please send the total amount due to the following address:

If you have any questions regarding this matter, please contact me at _____ .

Landlord's Name: _____

Landlord's Signature: _____

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