**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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