

Notice of Overdue Rent Payment

Date

Tenant name(s)

Landlord name

Street address

Street address

City / State / ZIP

City / State / ZIP

Dear _____,

This letter is to inform you that your rent is overdue at the time of this notice. According to your lease, a late fee of \$_____ [has been/will be] applied to the total amount due. Your balance due immediately is \$_____.

Acceptable forms of payment include _____.

Your prompt attention to this matter is needed to avoid further consequence. Failure to pay the rent could lead to eviction proceedings, and you may be responsible for charges, such as legal fees, in addition to past-due rent. Your credit rating could also be adversely affected.

Regards,

Landlord name