**LATE RENT NOTICE TEMPLATE**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This letter is a formal notice to you demanding that you make immediate payment of rent due under the terms of the rental agreement covering the following property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As of (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your (Month) \_\_\_\_\_\_\_\_\_\_ payment is (Days) \_\_\_\_\_\_\_\_ past due. Your rent was due on (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In Addition, you owe late charges as provided by the lease.

The following is an itemization of the total amount due:

Unpaid Rent $\_\_\_\_\_\_\_\_\_\_\_\_\_

Late Charges $\_\_\_\_\_\_\_\_\_\_\_\_\_

***Total Due* $\_\_\_\_\_\_\_\_\_\_\_\_\_**

This is a serious situation, which requires your immediate attention. If payment is not received by

(Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, legal action to enforce your obligations under the rental agreement will be taken.