

Template 2: Second Notice for Continuing Non-Payment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Subject: Second Notice – Urgent Attention Required for Rent Payment

Dear [Tenant's Name],

This letter serves as a second reminder regarding the unpaid rent for [Month(s)]. As previously communicated, we have not yet received the rent payment which was due on [Due Date]. Your account now shows a past due amount of [Amount Due, including any late fees if applicable].

Please be aware that consistent late payments are a violation of the terms outlined in your lease agreement. It is imperative to address this matter immediately to prevent further actions which may include additional fees or formal proceedings for lease violations.

We ask that you settle the outstanding balance by [New Due Date]. Payment can be made via [Payment Methods]. Should there be circumstances that are impacting your ability to make timely payments, it is important that you contact us immediately to discuss potential arrangements.

We value you as a tenant and would prefer to resolve this matter amicably. Please respond to this notice by [Response Date].

Sincerely,

[Your Name]

[Your Position, if applicable]