

Warning Letter To Tenant For Not Paying Rent Template

[Your Name]
[Your Address]
[City, State, ZIP]
[Email]
[Phone Number]

[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, ZIP]

Subject: Late Rent Payment Notice

Dear [Tenant's Name],

This letter serves as a formal notice regarding the non-payment of rent for the property located at [Property Address]. According to our records, your rent payment for [Month] in the amount of [Amount] was due on [Due Date] and is currently overdue.

As per the lease agreement dated [Lease Start Date], rent is due on the [Due Date of Each Month]. Failure to pay rent on time can result in late fees and further actions as outlined in the agreement.

We kindly request that the overdue rent be paid by [Deadline], failing which [Outline of Consequences such as late fees or legal actions].

We understand that unforeseen circumstances can arise, and we are open to discussing payment arrangements if necessary. Please contact us at [Your Contact Information] to discuss any concerns or difficulties you might be facing.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]