

For a full guide read <https://sherianajamii.com/late-rent-notice>

[Your Name]
[Address as Provided on Lease Agreement]
[City, State, ZIP Code]

[Date]

[Tenant's Name]
[Address as provided on Lease Agreement]
[City, State, ZIP Code]

Dear Mr/Mrs/Ms/ [tenant last name]

Re: Late rent notice

I'm writing this notice pursuant to clause [clause number] of our lease agreement entered on 01/01/20... to inform you that we have not received your rent payment in relation to House No. 1 located at 101 Street avenue which was due on ___(insert date due)__. This payment is owed for the time period of _____ to _____.

You are also responsible for a \$_____ late rent fee, according to the terms of your rental agreement. The total amount of _____ is due by __ (date) __ when combined with the rent payment.

Please send the total amount owed to the following address:

[your address]

I respectfully request that you pay the entire balance due within ten (10) calendar days of receiving this letter, otherwise, I will end our lease agreement by taking further legal action.

If you have any questions or believe there has been an error, please contact me at [email] or [phone].

Sincerely

[signature]

[your name]

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