\_\_\_\_\_\_\_\_\_\_\_

Date

Tenant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_

City, State: \_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Tenant:

Based on the terms of your lease agreement, monthly rent of $\_\_\_\_\_\_\_ is due on the \_\_\_\_\_\_ of each month. This letter serves to inform you that, as of the date of this letter, your rent has not been received and is past due for the following month(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The total amount due at this time is:

Past Due Amount: $\_\_\_\_\_\_\_\_\_\_

Late Fee: $\_\_\_\_\_\_\_\_\_\_

TOTAL: $\_\_\_\_\_\_\_\_\_\_

Failure to pay the above past due amount in \_\_\_\_ days, may result in the commencement of eviction proceedings.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name

Landlord’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord’s Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_