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RE: Late Rent Payment

Dear _____,

We are writing to inform you that we have not received your rent payment as of the date above and it is past due according to the terms of the rental agreement for the following property:

_____

Your rent was due on _____. As of _____, your rent payment is 2 days past due.

You currently owe $2 (two dollars) in rent. In addition, you currently owe $2 (two dollars) in late charges, as provided by your lease agreement. The total amount you owe is $4.00 (four dollars).

Thank you for your prompt attention to this matter. You may contact us at _____ or _____ if you have any questions or concerns about this notice.

Best,

_____