# Notice of Past Due Rent

[Date]

To: [Tenant’s Name]

From: [Landlord’s Name]

Rent in the amount of $[amount] was due on the [day] day of [Month], [year], for the period of [date], to [date].

Please bring your payment to the address below by [date], to avoid a $[amount] late fee, or call us immediately. Please disregard this notice if you have already sent us your rent.

Sincerely,

[Landlord’s Name], Landlord

[Street Address]

[City, ST ZIP Code]

[phone]

[cell phone]

[email]