

Formal request letter to tenant for overdue rent payment

Subject: Overdue Rent Payment Notification

Dear [Tenant's Name],

This is a reminder that the rent for [property address] for the month of [month] in the amount of [amount] has not been received, and it is now overdue by [number] days.

Please make the payment immediately to avoid any late fees or potential lease violations. If you are experiencing difficulties, I encourage you to contact me so we can discuss possible arrangements.

Your cooperation in resolving this matter quickly will be highly appreciated.

Sincerely,

[Your Name]

[Landlord/Property Manager]

Get more templates here:

<https://www.lettersandtemplates.com/letters/money-or-payment-claim-letter-sample>