



California Tenants -- Letter to send notice to landlord of unfair late fee

Instructions:

1. [Click here to open a Microsoft Word version of this sample letter.](#)
2. The Microsoft Word-version will have the same blank spaces as this version, but will not have the comments in the margin. Fill out the blanks in the Microsoft Word-version using the comments on the margins of this version as a guide.
3. This sample letter is intended to be used by tenants who have been charged an unfair late fee.
4. Please note that you should **tailor this letter to the facts in your case**. This template is **not a substitute for legal advice**. If you need help finding a tenant attorney, please see the [Tenants Together Directory](#).
5. Once filled out with your information, keep a copy for your records.

Sent via Certified Mail- Return Receipt Requested

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Comment [AI1]: Date

()
()

Comment [AI2]: Full name of landlord and/or property manager

Comment [AI3]: Address of landlord and/or property manager

Dear (),

Comment [AI4]: Full name of landlord and/or property manager

I () am a tenant at ().

Comment [AI5]: Tenant's Name(s)

Comment [AI6]: Address, City, State, ZIP

As you know, on () I was charged a late fee.

Comment [AI7]: Date you were charged the late fee

Under California law, late fees are strictly limited. Late fees that are so high that they amount to a penalty are invalid. [Harbor Island Holdings, LLC v. Kim](#) (2003) 107 Cal. App. 4th 790. Instead, any late fee must reasonably reflect the actual cost to the landlord caused by the late payment.

Thank you for your attention to this matter.

Sincerely,

()

()

Comment [A18]: Your signature

Comment [A19]: Your full name