

## Past Due Rent Letter

[Your Name]  
[Address]  
[City, State, Zip]

[Date of letter]

[Recipient's Name]  
[Title]  
[Company Name]  
[Address]  
[City, State, Zip]

Dear [Recipient's name],

This letter is to notify you that as your landlord I am demanding that you make a payment for all unpaid rent immediately under the terms of the rental lease agreement that is for the following property:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

As of \_\_\_/\_\_\_/\_\_\_, your payment is \_\_\_\_\_ days past due. Your rent was due on \_\_\_/\_\_\_/\_\_\_\_\_. In addition, you now owe late charges as described in your lease.

The total amount due:

Unpaid Rent = \$ \_\_\_\_\_

Late Charges = \$ \_\_\_\_\_

Total = \$ \_\_\_\_\_

If full payment is not received by \_\_\_/\_\_\_/\_\_\_\_\_, legal action to enforce your written lease may be taken.

Best regards,  
[Your Signature]