

Late Rent Notice

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

[Date of letter]

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

Dear [Recipient's name],

According to our signed Lease Rental Agreement your rent is to be paid in full by the first day of each month. Your rent payment may be dropped off or mailed to:

Address: _____

City: _____ State: _____ Zip Code: _____

A late fee finance charge of 10% of the total unpaid balance will be automatically added to your account balance if your rent is not received by the fifth day of the month. It is now past the fifth of the month and your account has been charged a late fee of 10%.

To date your overdue balance is: \$ _____

If you have any questions please call at your convenience at the phone number listed above. Thank you for addressing this issue as soon as possible.

Best regards,
[Your Signature]