

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

<Name>
<Address>
<Address>
<Address>

Re: _____

Dear _____ :

Our firm represents _____, the owner of _____ . Our client has requested that we notify you that your November payment was received late, and in accordance with the terms of the lease, a late fee of \$ _____ has been assessed.

Please remit to us at the address below, your payment in the amount of \$ _____ within ten (10) days from the date of this letter. In order to avoid such late fees in the future, please make sure that your payments are received by the date specified in your lease agreement.

Thank you for your prompt attention to this matter. Should you have any questions or desire to discuss this matter, please do not hesitate to contact me.

Sincerely,

by:

/
cc: