

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

DATE

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

NAME
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE ZIP CODE

Re: Late Fees

Dear _____ :

Our firm represents _____, the owner of _____. Our client has requested that we notify you that your account is past due as a result of unpaid late fees in the amount of \$ _____.

In order to prevent the necessity of further proceedings, please remit your payment in the amount of \$ _____ to the payment address within ten (10) days from the date of this letter. 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: