*July 8, 2013  
  
David and Jennifer Stanley  
3278 Stanhope Lane  
Chillicothe, Ohio 45601  
  
Dear David and Jennifer,  
  
This letter is to inform you that as of the date of this notice, I have not received your rental payment that was due on July 1, 2013. Because rent is due on the first of the month and will cover the rental unit for the dates of July 1st through July 31st, 2013, you are living in a unit you have not paid for. According to the terms of your rental agreement, found in section 2 of the lease, you can see that any rent payment not made within 5 days will accrue a late payment charge of $50.   
  
The rent for the Stanhope Lane property is due and payable immediately. You can mail the payment to 708 Charles Lane, Chillicothe, Ohio 45601. If you have any questions about this matter or have a special circumstance that I need to be made aware of, please contact me at 740-709-9709. I look forward to hearing from you and resolving this matter.   
  
David Anderson*

*Landlord Stanhope Apartments*