

# Late Rent Notice

[Landlord's Name]

[Company Name]

[Address]

[City, State, Zip]

[Date of Letter]

[Tenant's Name]

[Address]

[City, State, Zip]

Dear [Tenant's Name],

I am writing you today to inform you that I have not received your rent payment for the month of July 2011, this payment was due by the close of business on July 5<sup>th</sup>, 2011. If you have already paid your rent please disregard this notice and contact me immediately.

According to the terms found in your Lease Agreement, you are now being charged a \$75 late fee. The total amount due is now \$1,300.

Please drop off the total amount that is now due, to the apartment complex office by the close of business tomorrow.

If you would like to discuss this situation further or would like to make up a payment plan, please contact me at the number above. If you do not pay the total amount that is due as stated above, further action will be taken, including, but not limited to eviction from your apartment.

Sincerely,

[Landlord's Signature]

[Landlord's Typed Name]