

**Form:** Demand for Rent

**Description:** A sample letter firmly demanding rent payment from a tenant

## Demand for Rent

[Letterhead]

[Date]

Via Certified Mail and Fax

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: Overdue Rent

Dear \_\_\_\_\_:

Notice is hereby given that we have not received your rent payment of \$\_\_\_\_\_ that was due on \_\_\_\_\_, \_\_\_\_\_, pursuant to that certain [Lease] [Rental Agreement] dated \_\_\_\_\_, \_\_\_\_\_ (the "Agreement").

Under the terms of our Agreement, an overdue rent payment results in your owing a late charge of \$\_\_\_\_\_. We must have your payment of the overdue rent plus the late charge immediately, and in no event in our hands by 12:00 noon, \_\_\_\_\_, \_\_\_\_\_. If we do not have payment by such time, we may be forced to commence legal proceedings against you.

If you have any questions, or believe that you have paid the rent on time, please contact the undersigned immediately at (    ) \_\_\_\_\_.

Very truly yours,