

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,