**Formal Late Rent Notice Template**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

**Date:** [Insert Date]

Tenant's Name

Tenant's Address

City, State, Zip Code

Dear [Tenant's Name],

This letter serves as formal notice regarding overdue rent payments for the premises located at [Rental Property Address]. As of the date of this notice, your rent payment for the month of [Month] has not been received.

**Details of Late Payment:**

**Amount Due:** $[Amount]

**Rental Period:** [Month/Year]

**Late Fee:** $[Amount], as specified in the lease agreement

**Action Required:**

You are hereby required to immediately remit the total amount due, including any late fees, to settle your outstanding balance. Please refer to your lease agreement for details on late fees and payment instructions.

**Next Steps:**

Failure to pay the overdue amount within [Number of Days] days from the date of this notice may result in further action, including but not limited to legal proceedings to recover possession of the premises.

Please treat this matter with urgency to avoid any inconvenience or legal consequences. If you have any questions or concerns, please do not hesitate to contact me at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]