

NOTICE OF LATE RENT PAYMENT - LETTER #2

(Date)

Re: Property located at _____

Dear _____:

Your rent in the amount of \$ _____ has not been received for the month of _____.

In accordance with Article _____ of your Lease Agreement, rent is due and payable on the _____ of each month with a late fee being assessed after the _____ day of each month.

Therefore, as called for in said Lease, we have charged your account with a \$ _____ late charge. Please include this charge in your rent payment. Please remit promptly to avoid further action.

Thank you.

Cordially,

By:
