

Late Payment Reminder & Letter

Apt No _____ Date: _____
Name: _____
Address: _____
City: _____
State: _____ Zip: _____

Amount Past Due: \$ _____

Dear Resident,

Have you forgotten? The rent on your apartment/rental is due and payable on the _____ day of each month; however, payment has not been received for the current month.

We will appreciate your prompt payment of \$_____. We do not want to charge you a late fee for paying your rent late. If you come in before _____, you will not be assessed a late charge. Thank you.

Sincerely,

Landlord/Owner/Manager