

Letter to Tenant for Nonpayment of Rent

[Your Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name]:

This letter is to advise you that you have not paid the rent for the past two months as of the date of this letter. On [Date], you received a rent reminder notice informing you that you must pay your rent in full. A copy of this notice is enclosed. You have not paid any rent since that notice.

As per our agreement, rent is due on the first of every month. If you do not pay rent within five days of the due date, a late fee of [amount] will be charged. Given that you have now missed two monthly payments, you will owe a total of [amount] in late fees. In addition, if payment is not received within seven days of this notice, we will have no choice but to pursue legal action.

We understand that times may be tough at the moment, but we hope that you will take this matter seriously and make arrangements to catch up on your payments as soon as possible. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Your landlord

[Signature]

[Your Name]

List of Enclosures