# Past Due Letter

[Date]

To: Write down Name and Address here

From: Write down Name and Address here

Dear Mr. Write down Name here

Please take note that your account is still past due in the amount of $[amount] was due on the [day] day of [Month], [year], for the period of [date], to [date].

We sent you a statement a short time ago, which was not acted upon by you.

Please bring your payment to the address below by [date], to avoid a $[amount] late fee, or call us immediately. Please disregard this notice if you have already sent us your rent.

We sincerely hope that you submit payment is full.

Your Name here

[Street Address]

[City, ST ZIP Code]

[phone]

[cell phone]

[email]

Thank you.