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Dear \_\_\_\_\_:

This is formal notice to you demanding that you make immediate payment of the unpaid rent due under the terms of agreement covering the following property:

As of \_\_\_\_\_, your \_\_\_\_\_ payment is \_\_\_ days past due. Your rent was due on \_\_\_\_\_. In addition, you owe late charges as provided by the agreement.

The following is an itemization of the total amount due:

Unpaid rent	\$ _____
Late charges	\$ _____
Total	\$ _____

This matter requires your immediate attention. If payment is not received by \_\_\_\_\_, legal action to enforce your obligations under the lease agreement may be taken.

If you have any questions or need additional information. I can be contacted by phone at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_