[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF LATE FEE OWED**

Dear [CONTACT NAME],

We thank you for your rent payment amount of [CURRENCY AMOUNT] that we have received on [DATE].

If you recall from the rental agreement, a fee of [CURRENCY AMOUNT] will be charged for any payment received after the first of the month. Therefore, we still need [CURRENCY AMOUNT] from you, calculated as follows:

Rent Due

Late Fee

Payment

**TOTAL**

Please make the cheque payable to [YOUR COMPANY NAME] and mail it to the address shown below. Should you have any questions, do not hesitate to contact me [NAME] at [NUMBER].

Mail payment to:

[YOUR COMPANY NAME]

[YOUR COMPLETE ADDRESS]

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]