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[Landlord/Property Management Company Letterhead or Name]

[Street Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

Date: [Insert Date]

To: [Tenant(s) Name]

[Property Address]

[City, State, ZIP Code]

RE: Notice of Late Rent – [Month, Year]

Dear [Tenant's Name(s)],

This letter is to inform you that your rent payment for the property located at **[Property Address]** has not been received as of **[Insert Date]**, and is now **past due**.

According to the terms of your rental agreement, rent is due on the **[Insert Due Date, e.g., 1st of the month]**. As of today, **your payment is [Insert number] day(s) late**, and no prior arrangement has been made.

Amount Due:

- **Monthly Rent:** \$[Insert Rent Amount]
- **Late Fee (if applicable):** \$[Insert Late Fee per lease or rental agreement]
- **Total Now Due:** \$[Total Amount Due]

Under **California Civil Code § 1947**, rent is due at the time and place agreed upon in the lease. If rent is not paid when due, the landlord may issue a formal **Notice to Pay Rent or Quit** per **California Code of Civil Procedure § 1161(2)**, which begins the legal process for eviction. Please note: this is **NOT** that notice—it is a courtesy reminder to give you the opportunity to resolve the matter promptly and avoid any legal escalation.

If you have already submitted your rent payment, please disregard this notice. Otherwise, we kindly ask that you remit the outstanding balance immediately. Accepted payment methods include:

- [Insert acceptable payment options, e.g., online portal, drop box, check, etc.]



If you are experiencing financial hardship, please contact us as soon as possible to discuss potential arrangements. Open and early communication is the best way to avoid unnecessary complications.

We appreciate your prompt attention to this matter. If you have any questions, or if you believe this notice was sent in error, feel free to contact our office at [Insert Phone Number] or [Insert Email].

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager Name]
[Title, if applicable]
[Company Name, if applicable]