

## NOTICE OF OVERDUE RENT

Date: \_\_\_\_\_(1)\_\_\_\_\_

TO: (Insert Name and Address of Tenant)

FROM: (Insert Name and Address of Landlord)

Rent in the amount of \$ \_\_\_\_\_(2)\_\_\_\_\_ was due on \_\_\_\_\_(3)\_\_\_\_\_ for the period of \_\_\_\_\_(4)\_\_\_\_\_ for the premises which you are currently occupying. Please bring your payment to the address shown below or telephone us immediately. Please disregard this notice if you have already sent us your remittance.

LANDLORD

\_\_\_\_\_ (5) \_\_\_\_\_

Phone: \_\_\_\_\_ (6) \_\_\_\_\_

### NOTICE

The information in this document is designed to provide an outline that you can follow when formulating business or personal plan. Due to the variances of many local, city, county and state laws, we recommend that you seek professional legal counseling before entering into any contract or agreement.