

## Demand for Rent Letter

**DO NOT MAIL THIS COPY TO YOUR TENANT. USE IT AS A GUIDE TO CREATE YOUR OWN LETTER.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Tenant's Name**

\_\_\_\_\_  
**Tenant's Address**

Dear \_\_\_\_\_

Notice is hereby given that we have not received your rent payment of \$ \_\_\_\_\_ that was due on [date] \_\_\_\_\_, required by the tenant under a rental/lease agreement dated \_\_\_\_\_.

Under the terms of our agreement, an overdue rent payment results in your owing late charges of \$ \_\_\_\_\_. If your payment of the overdue rent plus the late charges are not received by [date] \_\_\_\_\_, we will proceed with a full eviction.

We are exercising our option to demand payment by money order or cashier's check. Personal checks will not be accepted.

Your prompt attention to these matters will be greatly appreciated.

Sincerely,

\_\_\_\_\_  
**Landlord**

\_\_\_\_\_  
**Address and Phone Number**

**Cc: Tenant file**

### **DO NOT COPY THIS PARAGRAPH**

**PLEASE NOTE:** Fair Housing Contact Service (FHCS) seeks to be accurate in providing general housing information to prospective and existing tenants, landlords, home seekers, housing providers, and the general public. It recognizes that errors may occur and that these errors will be corrected when discovered. The information presented here is only intended to provide readers with information and guidance, and is not intended to be legal advice. WE ARE NOT ATTORNEYS. If you need legal advice, please seek the aid of an attorney.