

Late Payment 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 _____

In the past, we have accepted your late payment of rent along with late charges. Please be advised that we will no longer be able to accept your rent later than **[time]** _____ on **[day of the month]** _____.

If your rent payment is not received by **[time]** _____ on **[day of the month]** _____, we will proceed with eviction.

This letter is also to inform you that your rent will not be accepted for the month of _____ until your present \$ _____ balance is paid in full.

[Landlord/property owner] _____ is exercising his/her 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.