

# COURTESY NOTICE

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

This notice is being sent as a courtesy reminder that rent in the amount of \$ \_\_\_\_\_ is due on the \_\_\_\_\_ (*day*) of the month and late after the \_\_\_\_\_ (*day*).

Please remit your balance owed today with your additional late fee of \$ \_\_\_\_\_.

Thank you for your prompt attention to this matter. Please note: correspondence regarding your account and balance owed must be in writing, via email or mail to:

**Email:** \_\_\_\_\_

or

**Mail:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

P.S. Please disregard this notice if you have already mailed your payment.

Landlord: \_\_\_\_\_