Late Rent Notice with Payment Plan Template

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Tenant's Name

Tenant's Address

City, State, Zip Code

**Dear [Tenant's Name],**

We hope this letter finds you well. This notice is regarding the overdue rent for the premises located at [Rental Property Address].

**Details of Late Payment:**

* Amount Due: $[Total Amount Due]
* Rental Period: [Month/Year]
* Late Fee: $[Amount], as specified in the lease agreement

**Proposed Payment Plan:**

To assist you in resolving this matter, we propose the following payment plan:

* Installment 1: $[Amount], due by [Date]
* Installment 2: $[Amount], due by [Date]
* Installment 3: $[Amount], due by [Date]

Total Amount: $[Total Amount Due]

**Agreement Terms:**

You agree to adhere to this payment plan to clear the overdue amount.

Failure to comply with this plan may result in immediate eviction proceedings.

**Payment Instructions:**

Please acknowledge your acceptance of this plan by signing below and returning a copy to us. Payments can be made via [Accepted Payment Methods]. Ensure payments are received by the specified dates to avoid further action.

**Contact Information:**

Should you have any questions or need further assistance, please contact me at [Phone Number] or via email at [Email Address].

Thank you for your prompt attention to this matter. We appreciate your cooperation in resolving this issue amicably.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]