



NOTICE OF LATE CHARGE DUE

Date: _____

Address: _____

Dear _____,

It's possible you may have overlooked something. Your _____ rent payment was received on _____. The late charge of \$ _____ was not included with your payment.

Please remit this amount as soon as possible in order to bring your account current and keep your lease in full force. Enclosed is a pre-addressed envelope for your convenience.

Please make all *late charge* payments payable to: _____

If this matter has been tended to, please disregard this notice and consider it a thank you for your kind cooperation.

Sincerely,

Manager