

LATE FEE NOTICE

Date: [Date]
Invoice #: [Number]

Property Manager:
[Company Name]
[Address Line 1]
[City, State, Zip]

Tenant:
[Tenant Name]
[Property Unit/Address]
[City, State, Zip]

This notice serves as a formal invoice for outstanding balances and associated late fees regarding the lease agreement for the property listed above.

Description	Due Date	Original Amount	Late Fee	Total
Monthly Rent - [Month/Year]	[Date]	\$0.00	\$0.00	\$0.00
Other: [Description]	[Date]	\$0.00	\$0.00	\$0.00

Subtotal: \$0.00
TOTAL DUE: \$0.00

Payment Instructions:

Please remit payment immediately to avoid further legal action or impact on your tenancy.
Payments can be made via [Payment Methods].

This is an official notice from property management. Please contact [Contact Phone/Email] if you have questions regarding this statement.