**From:**

**Landlord’s details (name, address, and city)**

**To: (Tenant’ details)**

**Name of the tenant**

**Address**

**City**

**Address of the leased assets or premises**

I write this letter to you regarding the unpaid rental payments for this building. My records clearly show that you have not paid the rental payment for the previous month (name of the month). This letter acts as a warning for the repercussions of failing to pay your debt in time. It also provides written information about the amount owed.

The premises’ rental payments are always due on the XX day of the month; failure to pay on the due date is regarded as a late payment. In this case, the landlord has the right to provide you with a notice to pay your dues, or your lease contract terminates. The landlord is usually allowed by the law to terminate your contract if you fail to pay the stated rental payments within the agreed period, which is always fourteen (14) days, as stated under Massachusetts law.

The currently rental payment due on these premises is

$ XXX Rental for XXX (state name of the month)

$ XXX Charges for late payment

$ XXX Electricity and water bill

$ XXX Total amount due including future costs accruing

Kindly pay the above-stated amount to me; failure to pay the rental payments on time, I will have no choice to take legal action or terminate the contract.

This letter was signed on the XX day of XX (month), 20XX (year).

**Signed: XXX**

**Landlord or authorized agent.**