

Warning Letter from Landlord to Tenant for not Paying Rent on Time

Charles Thompson

Landlord, Techno Proprietors

56 St. Diamond Avenue, New York

15th January 2016

Mr. Clark Wordsworth

Elite Apartments

Block 32D, Crystal Avenue, New York

Dear (Recipients Name),

It is to notify you that your rent was due to 5th January 2017. And today it is 15th January 2017. I was not expecting this kind of response. You should have informed about being late with the reason. I kept on waiting for 10 days but did not get any response. It is a severe issue. Your critical attention is required. On failure of response, expulsion proceeding can start. Once they will start, I will not be able to give any leniency. I would prefer in time settlement with any eviction proceedings. But, you should respond promptly. As per the rental agreement, you are aware of all policies and rules. I am trying to be as friendly as I can. But, if you will not respond in the same way, I would be unable to give you any relief or leniency. I humbly request to pay rent immediately. I would acknowledge that future rental payments should be on time.

Sincerely,

Charles Thompson

Landlord, Techno Proprietors