**NOTICE**

To

[The Recipient Name]  
[Address]

I am writing to discuss your pending rent payment for the months of March and April, 20XX. Despite my previous soft reminders, you haven’t cleared your dues. As a result, I request you to pay the rent before (date). If you are facing financial troubles and find it hard to afford the rent, kindly vacate the property.

As per our lease agreement, there will be no further extension of the payment deadline. I have several other parties interested in renting my apartment. I, therefore, urge you to make the due payment by the earliest. Furthermore, if you will find it difficult to pay the rent in future, I suggest you start looking for a more affordable place in order to avoid an unpleasant situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Address]  
[Office]