

«today»

«full\_name»  
«address\_line1»  
«address\_line2»  
«address\_line3»  
«city», «state» «zip»

Dear «full\_name»:

To date, you are two months behind in your promissory note payment. The enclosed coupon reflects two months past due and the current amount due. If full payment is not received by \_\_\_\_\_ we will have no choice but to start an eviction for non-payment of rent.

If your financial circumstances have changed and you would like to discuss new arrangements for payment, please contact this office.

Thank you for your attention to this matter.

Sincerely,

«mgmt\_company»