Massachusetts Rent Payment Reminder Letter

General template, not legal advice. Have a Massachusetts attorney review before use. Last reviewed October 29, 2026.

Use Letter A a few days before rent is due or on the due date. Use Letter B once rent is late. A reminder is not a legal notice to pay or quit. If you plan to start an eviction, you will need the formal notice your state requires.

Letter A: Friendly rent reminder

Date _____

Tenant name _____

Property address and unit _____

Hi _____ (Tenant name),

This is a quick reminder that rent of $_____ (Monthly rent) for _____ (Month) is due on _____ (Due date). You can pay by _____ (Accepted payment methods) at _____ (Payment portal or address).

If you have already paid, thank you, and please ignore this note. If something is getting in the way of paying on time, let us know before the due date so we can talk it through.

_____
Landlord or agent signature

_____
Printed name

_____
Date

Letter B: Past due rent

Date _____

Tenant name or names _____

Property address and unit _____

City, state and ZIP _____

Dear _____ (Tenant name),

Our records show that rent for the home above has not been received in full. The balance on your account as of _____ (Statement date) is:

Item	Period	Amount
Rent		

Item	Period	Amount
Late charge		
Other charges (describe)		
Payments received		
Balance due		

Under your lease, rent was due on _____ (Due date) and a late charge of $_____ (Late charge) applies after _____ (Grace period end date).

> Late fee rules in Massachusetts: A lease cannot charge interest or a penalty for late rent until the rent is 30 days overdue. (G.L. c.186, section 15B)

> Grace period in Massachusetts: No late charge can apply during the first 30 days after rent is due. (G.L. c.186, section 15B)

Please pay the balance of $_____ (Balance due) by _____ (Pay by date) using _____ (Accepted payment methods). If you cannot pay in full, contact _____ (Contact name) at _____ (Phone and email) before that date to discuss a payment plan. Any plan must be agreed in writing.

If the balance stays unpaid, we may need to take the next steps allowed by your lease and by Massachusetts law, which can include a formal notice. We would much rather resolve this with you directly.

Sincerely,

_____

Landlord or agent signature

_____

Printed name

_____

Date

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