

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Subject: Friendly Reminder: Rent Payment Past Due

Dear [Tenant's Name],

I hope you are doing well. This is a friendly reminder that we have not yet received your rent payment for the period of [Month/Year], which was due on [Due Date].

According to our records, the total amount currently outstanding is \$[Amount].

We understand that things can sometimes get overlooked. If you have already sent the payment, please disregard this letter. Otherwise, we would appreciate it if you could submit the payment at your earliest convenience.

If you are experiencing any financial difficulties or if there is a reason for the delay, please reach out to me as soon as possible so we can discuss a solution together.

Thank you for being a valued tenant.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]