

Subject: Late Rent Payment Reminder - [Property Address]

Dear [Tenant Name],

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

We understand that things can get busy, and this may have simply slipped your mind. If you have already sent the payment, please disregard this notice.

The amount currently outstanding is: \$[Amount Due].

Please arrange for payment at your earliest convenience via [Payment Method]. If you are experiencing any financial difficulties or if there is a reason for the delay, please contact us so we can discuss the situation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]