

[Your Name/Property Management Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

Subject: Friendly Reminder: Past Due Rent Notice

Dear [Tenant's Name],

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 following balance is outstanding:

- Current Rent: \$[Amount]
- Late Fees (if applicable): \$[Amount]
- **Total Balance Due: \$[Total Amount]**

We understand that sometimes things can be overlooked. If you have already sent your payment, please disregard this letter. Otherwise, please remit the balance due by [Date] to avoid further late charges or administrative action.

You can make your payment via [Payment Method: e.g., Online Portal, Check, or Money Order].

If you are experiencing financial difficulties or have questions regarding your account balance, please contact us as soon as possible so we can discuss your situation.

Thank you for your prompt attention to this matter and for being a valued resident.

Sincerely,

[Your Signature]
[Your Printed Name]