

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

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

Subject: Late Rent Notice - [Property Address]

Dear [Tenant's Name],

This is a friendly reminder that your rent payment for the period of [Month/Period], in the amount of \$[Amount], was due on [Due Date]. According to our records, we have not yet received this payment.

We understand that things can sometimes be overlooked. If you have already sent the payment, please disregard this notice. If not, please arrange for the payment to be made as soon as possible.

Current balance due: \$[Amount]
[Optional: Late fee if applicable: \$[Amount]]
Total Outstanding: \$[Total Amount]

If you are experiencing financial difficulties or have any questions regarding your account, please contact me immediately at [Your Phone Number] or [Your Email Address] so we can discuss the matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]
[Your Printed Name]