

Date: [Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: Friendly Rent Reminder

Dear [Tenant Name],

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

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

If you have not yet made the payment, please do so at your earliest convenience via [Payment Method].

If you are experiencing any issues or have questions regarding your balance, please contact me as soon as possible so we can discuss the matter.

Thank you for your prompt attention to this.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]