

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

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

Subject: Gentle Reminder: Rent Payment Overdue

Dear [Tenant's Name],

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

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.

If you have not yet made the payment, please do so at your earliest convenience. You can pay via [Mention Payment Method, e.g., online portal, check, bank transfer].

If you are experiencing any financial difficulties or if there is an issue we should be aware of, please contact me as soon as possible so we can discuss the matter.

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

Sincerely,

[Your Signature]
[Your Printed Name]