

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

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

Subject: Friendly Reminder: Rent Payment for [Month]

Dear [Tenant's Name],

I hope you are having a good week. This is a friendly reminder that we have not yet received your rent payment for the month of [Month], which was due on [Due Date].

According to our records, the total amount currently outstanding is \$[Amount].

If you have already sent the payment, please disregard this letter. Otherwise, please arrange for the payment to be made at your earliest convenience via [Payment Method].

If you are experiencing any difficulties or if there has been a mistake, please reach out to me at [Your Phone Number] or [Your Email Address] so we can discuss the matter.

Thank you for your prompt attention to this.

Best regards,

[Your Signature]
[Your Printed Name]