

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

[Date]

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

Subject: Friendly Reminder: Outstanding Rent Balance

Dear [Tenant's Name],

We hope you are doing well. This is a friendly reminder that we have not yet received your rent payment for [Month/Period], which was due on [Due Date].

According to our records, the following amount is currently outstanding:

- Rent Amount: \$[Amount]
- Late Fees (if applicable): \$[Amount]
- **Total Balance Due: \$[Total 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 haven't made the payment yet, please do so at your earliest convenience via [Payment Method: Online Portal/Check/In-Person].

If you are experiencing financial difficulties or have any questions regarding your account balance, please contact us immediately so we can discuss potential payment arrangements and avoid further collection actions.

Thank you for being a valued resident.

Sincerely,

[Your Signature]
[Your Printed Name]