

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

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

**Subject: Friendly Reminder: Rent Payment Update**

Dear [Tenant's Name],

I am writing to send a friendly reminder that we have not yet received your rent payment for the period of [Month/Year], which was due on [Due Date].

We understand that life can get busy and sometimes things are overlooked. If you have already sent your payment, please disregard this notice.

According to our records, the outstanding balance is \$[Amount].

If you are experiencing any temporary financial difficulties or if there has been a misunderstanding regarding the payment, please reach out to me as soon as possible. I am happy to discuss the situation with you and see if we can work out a solution.

You can make your payment via [List Payment Methods, e.g., Online Portal, Check, etc.].

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

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Phone Number]  
[Your Email Address]