

[Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Friendly Reminder: Rent Overdue

Dear [Tenant Name],

This is a friendly reminder that we have not yet received your rent payment for the period of [Month/Date Range], which was due on [Due Date].

According to our records, the total amount currently outstanding 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. Otherwise, please arrange for payment as soon as possible.

You can make your payment via [Payment Method: e.g., Online Portal, Check, Bank Transfer].

If you are experiencing any financial difficulties or if there is a discrepancy in our records, please contact me at [Phone Number] or [Email Address] so we can discuss the matter.

Thank you for your prompt attention to this.

Best regards,

[Your Name]

[Landlord/Property Management Name]