

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

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

Subject: Friendly Reminder: Past Due Rent

Dear [Tenant's Name],

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 notice. If not, please submit your payment as soon as possible. If you are experiencing any financial difficulties, please reach out to me so we can discuss a payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Phone Number]