

[Property Management Company Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Property Address Line 1]
[Property Address Line 2]

Subject: Notice of Overdue Rent - [Property Address]

Dear [Tenant Name],

We are writing to formally notify you that we have not yet received your rent payment for the period of [Start Date] to [End Date]. According to our records, your account currently shows an outstanding balance of [Currency Symbol][Amount].

We understand that this may be an oversight. However, per your lease agreement, rent is due on the [Due Date] of each month. We kindly request that you settle this balance immediately to ensure your account remains in good standing.

Payment can be made via:

[Payment Method 1: e.g., Online Portal]
[Payment Method 2: e.g., Bank Transfer to Account Number/Sort Code]

If you have already sent your payment within the last 24 hours, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact our office at [Phone Number] or [Email Address] as soon as possible so we can discuss the matter.

Thank you for your prompt attention to this request.

Sincerely,

[Property Manager Name]
[Property Management Company Name]