

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

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

Subject: Courtesy Notice - Outstanding Rent Balance

Dear [Tenant's Name],

This is a friendly reminder that we have not yet received your rent payment for the period of [Month/Year], which was due on [Due Date]. According to our records, the total amount currently outstanding is \$[Amount].

As this is the first time your payment has been late, we wanted to reach out to you directly in case the payment was simply overlooked or is currently in the mail. If you have already sent your payment, please disregard this notice.

If you have not yet made the payment, please do so by [Date] to avoid any further action or late fees as outlined in your lease agreement. You can submit your payment via [Payment Method: e.g., Online Portal, Check, etc.].

If you are experiencing a temporary financial hardship or believe there is an error in our records, please contact me as soon as possible at [Your Phone Number] or [Your Email Address] so we can discuss the situation.

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Property Manager/Landlord]