

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

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

Subject: Late Rent Reminder

Dear [Tenant's Name],

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

According to our records, the following balance is currently outstanding:

- Monthly Rent: \$[Amount]
- Late Fee: \$[Amount] (if applicable)
- **Total Due: \$[Total Amount]**

Please submit your payment as soon as possible via [Accepted Payment Method]. If you have already sent your payment, please disregard this notice.

If you are experiencing any financial difficulties or believe there has been an error, please contact me immediately at [Your Phone Number] or [Your Email Address] so we can discuss the matter.

Thank you for your prompt attention to this payment.

Sincerely,

[Your Signature]
[Your Printed Name]