

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Friendly Reminder: Rent Overdue for [Property Address]

Dear [Tenant Name],

I hope you are doing well. This is a friendly reminder that your rent payment for the period of [Month/Period], which was due on [Due Date], has not yet been received.

According to our records, the total balance currently due is \$[Amount].

If you have already sent the payment, please disregard this notice. If not, please arrange for payment as soon as possible via [Payment Method].

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

Thank you for your prompt attention to this note.

Sincerely,

[Your Name]

[Your Contact Information]