

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Friendly Reminder Regarding Late Rent

Dear [Tenant 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 outstanding balance is \$[Amount].

We understand that things can sometimes be overlooked. If you have already sent the payment, please disregard this notice. Otherwise, we kindly ask that you settle the balance by [Date].

If you are experiencing financial difficulties or if there is an error in our records, please contact me as soon as possible so we can discuss the situation and find a solution.

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

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]