

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

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

Subject: Friendly Reminder Regarding Unpaid Rent

Dear [Tenant's Name],

I hope you are doing well. I am writing to send a friendly reminder regarding the rent for [Month/Year]. According to my records, there is currently an outstanding balance of \$[Amount].

I understand that things can get busy, and perhaps this payment was simply overlooked. If you have already sent the payment, please disregard this notice.

Otherwise, please arrange for the payment to be made at your earliest convenience. If you are experiencing any difficulties or would like to discuss a payment plan, please reach out to me so we can find a solution together.

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

Best regards,

[Your Signature]
[Your Printed Name]
[Your Phone Number]